

***1996***

***OCCUPATIONAL OUTLOOK***

***SIERRA, NEVADA, PLACER,  
EL DORADO, ALPINE  
COUNTIES***

product of:

CALIFORNIA COOPERATIVE OCCUPATIONAL  
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sponsored by:

GOLDEN SIERRA JOB TRAINING AGENCY

STATE OF CALIFORNIA  
EMPLOYMENT DEVELOPMENT DEPARTMENT

CALIFORNIA OCCUPATIONAL INFORMATION  
COORDINATING COMMITTEE

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# ***INTRODUCTION***

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## INTRODUCTION

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The Labor Market Information presented in this report has been compiled through a cooperative effort between the Golden Sierra Job Training Agency and the Labor Market Information Division of the State of California Employment Development Department as part of the California Cooperative Occupational Information System (CCOIS).

The information is based on confidential surveys with employers within the Golden Sierra area (Alpine, El Dorado, Placer, Nevada, and Sierra Counties). The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

### **Career Decisions**

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

### **Program Planning**

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

### **Curriculum Design**

Training providers can assess and update their curriculums based on current employer needs and projected trends, as indicated in this report.

### **Economic Development**

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

### **Program Marketing**

Training providers can effectively market their programs by informing students, employers and others that the chances of job placement are much greater because their training programs are developed using reliable local occupational data.

### **Human Resource Management**

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. Should you have any questions regarding the information in this report, please contact Tom Medley or Joan Roberts, Golden Sierra Job Training Agency, at (916) 265-3201.

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## **DEFINITIONS AND TERMINOLOGY**

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### **Occupation**

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles or Dictionary of Occupational Titles (DOT) titles. The occupations were selected for survey based on the needs of local users of occupational information.

### **Size of Occupation**

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the Golden Sierra area (Alpine, El Dorado, Placer, Nevada, and Sierra Counties). Occupational size for this report is measured using the following scale:

|            |   |                       |
|------------|---|-----------------------|
| Small      | - | less than 200 workers |
| Medium     | - | 200 to 400            |
| Large      |   | 401 to 868 workers    |
| Very Large | - | more than 868 workers |

### **Wages and Fringe Benefits**

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and starts with unions.

Data collection was conducted between April and August of 1996. Therefore, the increase in minimum wage effective October 1996 is not reflected in wage information.

Wage data reflect the following definitions:

- |                                         |   |                                                                                            |
|-----------------------------------------|---|--------------------------------------------------------------------------------------------|
| New Hires, no experience                | - | The wages of persons trained but with no paid experience in the occupation.                |
| New Hires, experienced                  | - | The wage paid to journey-level or experienced persons just starting at the firm.           |
| Experienced after three years with firm | - | The wages generally paid to persons with three years journey-level experience at the firm. |

Benefits surveyed include: Medical Insurance, Dental Insurance, Vision Insurance, Life Insurance, Paid Sick Leave, Paid Vacation, Retirement Plan, Child Care and Other. When the "Other" category had a response, that benefit was included in the graph by replacing another benefit category having no responses.

### **Supply/Demand Assessment**

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry-level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as:

- |                  |   |                                                                                                                                                                       |
|------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Great Difficulty | - | Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Job market is very good. |
| Some Difficulty  | - | Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Job market is good.     |

- |                   |   |                                                                                                                                                            |
|-------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Little Difficulty | - | Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking. Job market is competitive.      |
| No Difficulty     | - | Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Job market is very competitive. |

### **Training and Experience Required**

This section presents the percentages of employers surveyed who require work experience as a pre-requisite for employment and accept training as a substitute for required experience.

### **Employment Trends**

The following standard terms describe the expected growth rate for the six year period of 1993 through 2000. These terms are in relation to a projected increase of 23.1% (3.3% annually) for all occupations combined (Projections of Employment by Industry and Occupation, 1993-2000). Employment trends are subject to many unforeseen factors and it is important not to overemphasize growth in an occupation.

- |                          |   |                                                             |
|--------------------------|---|-------------------------------------------------------------|
| Much Faster Than Average | - | 1.50 times average or more, 34.7% or greater                |
| Faster Than Average      | - | 1.10 to but not including 1.50, 25.4% to 34.6%              |
| Average                  | - | .90 to but not including 1.10 times average, 20.8% to 25.3% |
| Slower Than Average      | - | 0 to .90 times average, 0.1% to 20.7%                       |
| Remain Stable            |   | Zero                                                        |
| Slow Decline             | - | less than zero                                              |

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training.

### **Qualifications**

Skills for the occupations in this report are grouped into three categories: Technical, Physical and Personal. Information in this section was collected from the CCSOIS Skills by Occupation Report.

### **Other Information**

This section shows survey information regarding the hours worked, the hiring methods and additional wage information of the employers responding to the survey. When the number of hours reported was less than 10% of employers responding, the data was not reported. Other sources of information include: CA Occupational Guide # from the January 1996 edition of the California Occupational Guide and DOT Code # from the Dictionary of Occupational Titles, Revised 4th Edition.

When reference is made to most, many, or some, the following guidelines apply:

|                |   |                                                                             |
|----------------|---|-----------------------------------------------------------------------------|
| Almost All     |   | This reflects more than 75% of the survey respondents.                      |
| Most Employers | - | This reflects 51%, up to and including 75% of the survey respondents.       |
| Many Employers | - | This reflects 35%, up to and including 50% of the survey respondents.       |
| Some Employers | - | This reflects 10%, up to but not including 35% of the surveyed respondents. |

# ***OCCUPATIONAL SUMMARIES***

Animal Health Technician

Assemblers & Fabricators-except Machine, Electrical, Electronic and Precision

Automotive Body and Related Repairers

Auto Mechanics

Bartenders

Billing, Cost & Rate Clerks

Computer Aided Design Technicians

Dental Hygienists

Electrical & Electronic Engineering Technician & Technologists

Electricians

Food Preparation Workers

Instructional Aides

Physical Therapy Aides

Physical Therapy Assistants

Receptionists & Information Clerks

Salespersons - Retail (except vehicle sales)

Stock Clerks - Sales Floor

Teachers, Preschool

Teachers - Special Education

Waiters & Waitresses

# ANIMAL HEALTH TECHNICIAN

MODIFIED DOT CODE 079.361-999

## DESCRIPTION

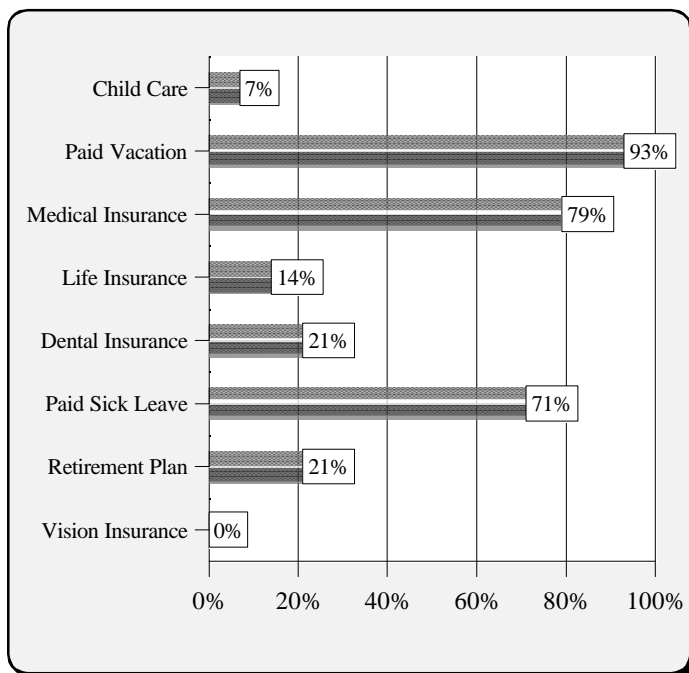
Animal Health Technicians (AHTs) assist veterinary staff to diagnose and treat animals for injury and illness, applying knowledge of veterinary medical assisting procedures and techniques and following direction of the veterinary staff.

## SIZE OF OCCUPATION

**Small** - less than 200 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

| Experience                | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$5.00 | \$7.50  | \$6.00  |
| New Hire, Experienced     | \$6.00 | \$10.00 | \$8.00  |
| Experienced, 3 Yrs w/firm | \$8.00 | \$13.00 | \$10.00 |

## QUALIFICATIONS

**Technical:** Ability to write legibly, write effectively, perform basic mathematical computations, read and follow instructions, use a computer terminal, take vital signs, administer emergency first aid and give injections. Should possess skills in oral communication, telephone answering and record keeping. Knowledge of inventory techniques, medical terminology, blood withdrawal, sterilization techniques, laboratory procedures, x-ray equipment and orthopedic care. Possession of Animal Health Certificate.

**Physical:** Ability to lift at least 50 lbs.

**Personal:** Ability to work independently, work under pressure and handle crisis situations. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Animal Health Technician

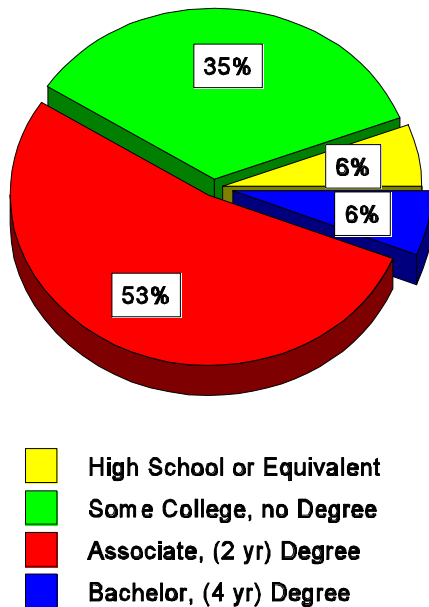
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 18%                             | 0%                                           |
| Usually   | 41%                             | 29%                                          |
| Sometimes | 35%                             | 59%                                          |
| Never     | 6%                              | 12%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

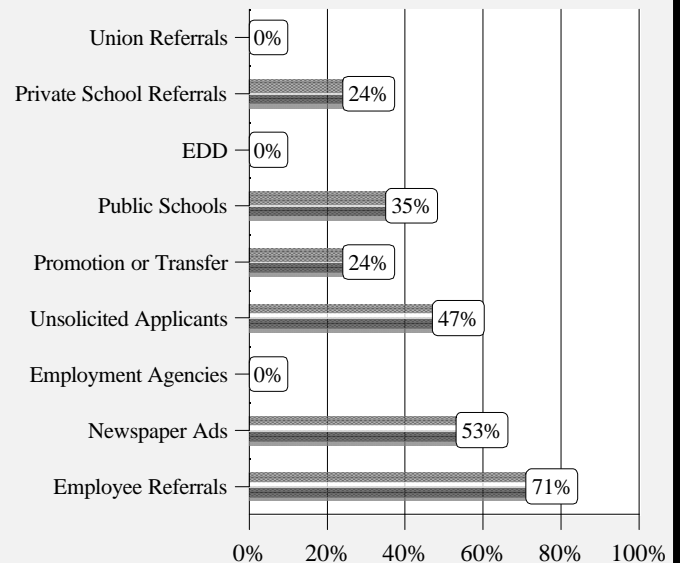
**Faster** than average growth  
(3.7% annually)

## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 38 hours per week. Many employers offer work part time averaging 26 hours per week. Some employers offer work on a temporary basis averaging 20 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other related Information Sources:** OES Code 329510 and 798060, CA Occupational Guide #402.

# ASSEMBLERS AND FABRICATORS

OES CODE 939560

## DESCRIPTION

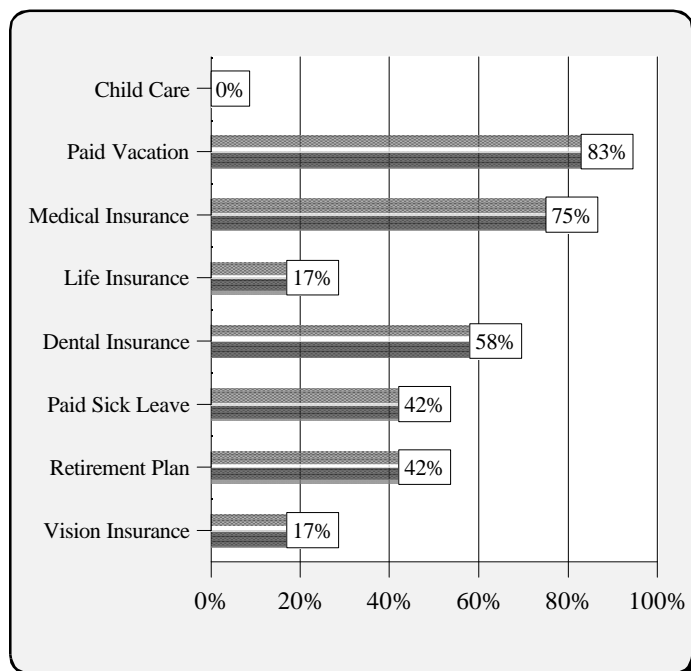
Assemblers and Fabricators-except Machine, Electrical, Electronic, and Precision in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Include are assemblers whose duties are of a non-precision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations such as riveting, welding, soldering, machining or sawing.

## SIZE OF OCCUPATION

**Large** - 401 to 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

| Experience                | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$4.25 | \$8.50  | \$6.50  |
| New Hire, Experienced     | \$4.25 | \$10.00 | \$8.00  |
| Experienced, 3 Yrs w/firm | \$6.00 | \$13.00 | \$10.00 |

Commission may be applicable in certain industries.

## QUALIFICATIONS

**Technical:** Ability to use and read a tape measure, read blueprints, read working drawings, perform assembly work, use hand tools, operate power hand tools and do arithmetic using fractions and decimals. Should possess soldering skills.

**Physical:** Ability to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly. Possession of good color perception, eye-hand coordinating and manual dexterity.

**Personal:** Ability to work independently and to perform routine, repetitive work. Possession of mechanical aptitude. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Assemblers & Fabricators-except Machine, Electrical, Electronic and Precision

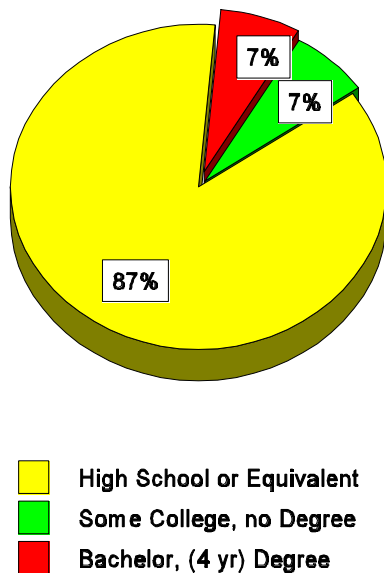
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 13%                             | 13%                                          |
| Usually   | 27%                             | 27%                                          |
| Sometimes | 40%                             | 60%                                          |
| Never     | 20%                             | 0%                                           |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

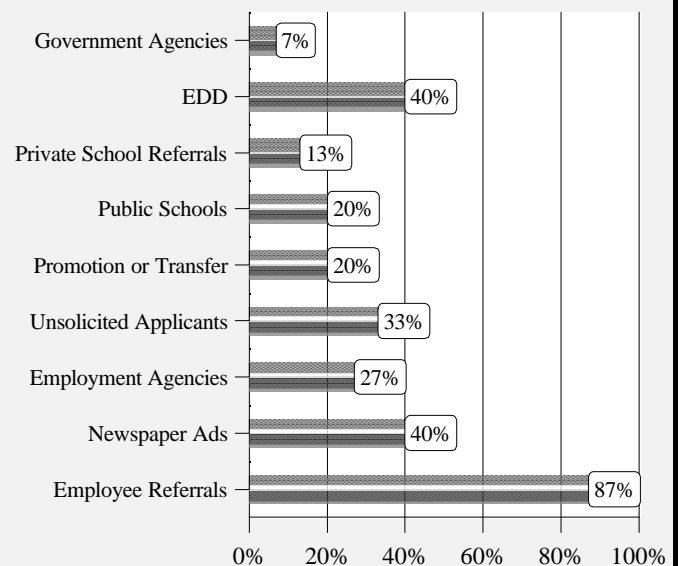
**Slower** than average growth  
(1.9% annually)

## OTHER INFORMATION

**Hours:** Almost all employers offer work on a full time basis averaging 40 hours per week. Many employers offer work part time averaging 27 hours a week. Some employers offer work on a temporary basis averaging 20 hours per week or seasonal work averaging 35 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 762.684-018.

# AUTOMOTIVE BODY & RELATED REPAIRERS

OES CODE 853050

## DESCRIPTION

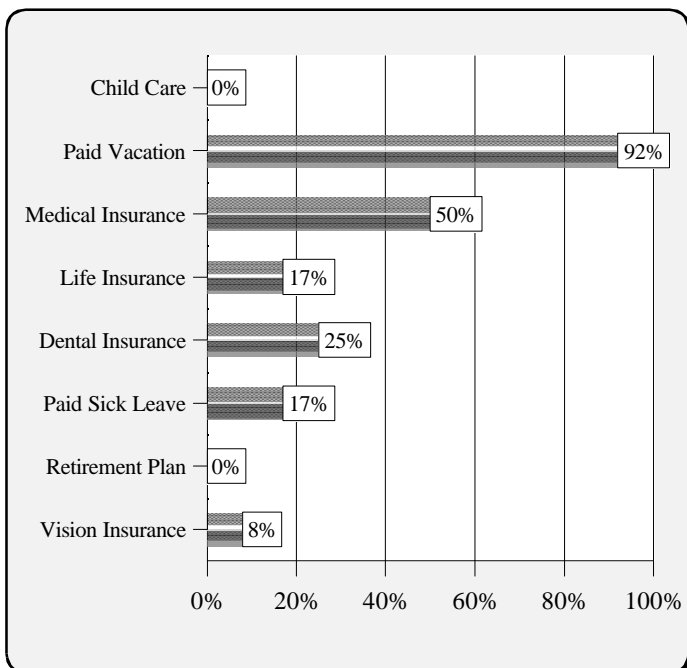
Automotive Body and Related Repairers repair, repaint, and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

## SIZE OF OCCUPATION

**Medium** - 200 to 400 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions.



## WAGES

| Experience                | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$4.25 | \$12.00 | \$5.50  |
| New Hire, Experienced     | \$5.00 | \$18.00 | \$10.75 |
| Experienced, 3 Yrs w/firm | \$5.00 | \$23.00 | \$17.25 |

## QUALIFICATIONS

**Technical:** Ability to install vehicle glass, operate power hand tools and apply various painting techniques and skills. Should possess skills in masking, welding and working with fiberglass.

**Physical:** Ability to lift at least 70 lbs. repeatedly and tolerate dust and paint fumes. Possession of good color perception.

**Personal:** Ability to work independently and provide own hand tools. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Automotive Body & Related Repairers

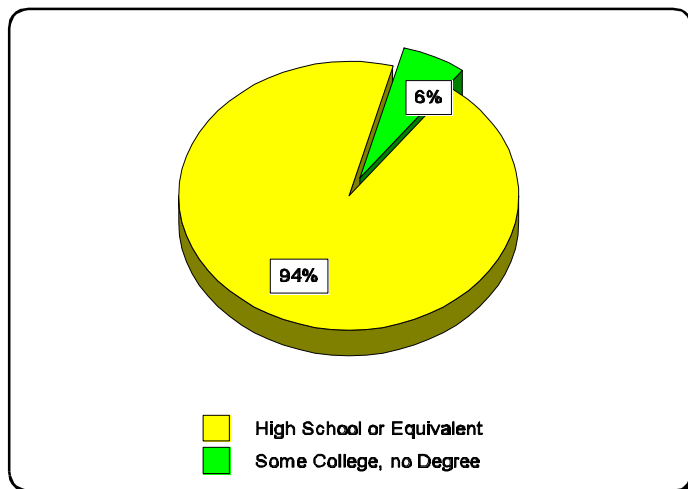
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 53%                             | 6%                                           |
| Usually   | 29%                             | 12%                                          |
| Sometimes | 12%                             | 71%                                          |
| Never     | 6%                              | 12%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hire for full time positions:



## EMPLOYMENT TRENDS

Average growth rate  
(3.1% annually)

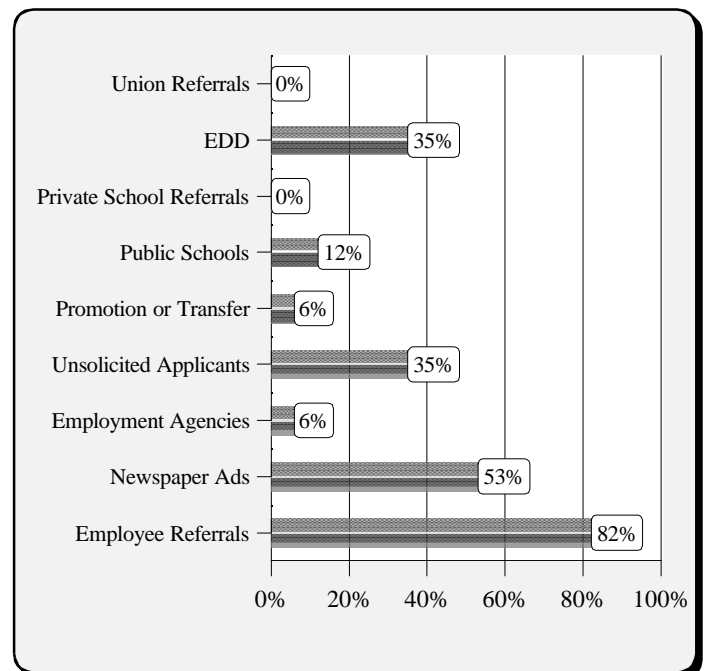
## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 40 hours per week. Some employers offer work on a part time basis averaging 25 hours per week.

**Wages:** Some employers pay a commission ranging from \$18.00 to \$21.86 per hour. A base wage may or may not accompany commission.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 807.381-010, CA Occupational Guide #68.

# AUTOMOTIVE MECHANICS

OES CODE 853020

## DESCRIPTION

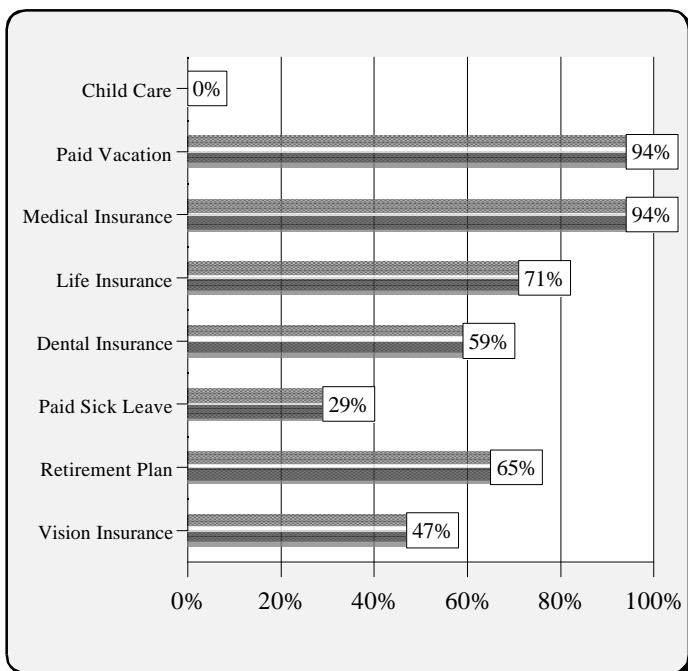
Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions :



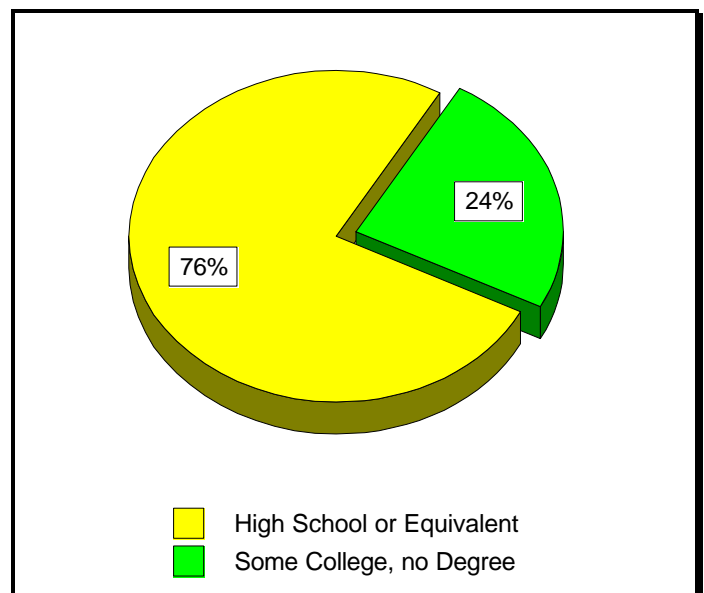
## QUALIFICATIONS

**Technical:** Ability to operate electronic automotive diagnostic equipment, repair brakes, repair vehicle heaters, repair vehicle air conditioners, repair carburetors, implement safe work practices, tune up engines, repair emission controls and repair fuel injection systems. Should possess skills in arc welding, gas welding and front end alignments. Possession of a Brake Check Certificate and valid driver's license. Certified as a Smog Control Mechanic, Auto Service Excellence (ASE) and Auto Air Conditioning Maintenance and Repair.

**Personal:** Ability to work independently, possession of a good DMV driving record. Willingness to work with close supervision.

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Automotive Mechanics

Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 59%                             | 0%                                           |
| Usually   | 41%                             | 0%                                           |
| Sometimes | 0%                              | 71%                                          |
| Never     | 0%                              | 29%                                          |

## WAGES

| Non - Union               | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$5.25  | \$19.50 | \$7.50  |
| New Hire, Experienced     | \$6.00  | \$19.50 | \$13.00 |
| Experienced, 3 Yrs w/firm | \$11.00 | \$20.00 | \$18.00 |

| Union                     | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$11.32 | \$12.35 | \$11.83 |
| New Hire, Experienced     | \$11.03 | \$13.60 | \$12.74 |
| Experienced, 3 Yrs w/firm | \$13.43 | \$16.00 | \$15.37 |

## EMPLOYMENT TRENDS

Slower than average growth rate  
(2.7% annually)

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

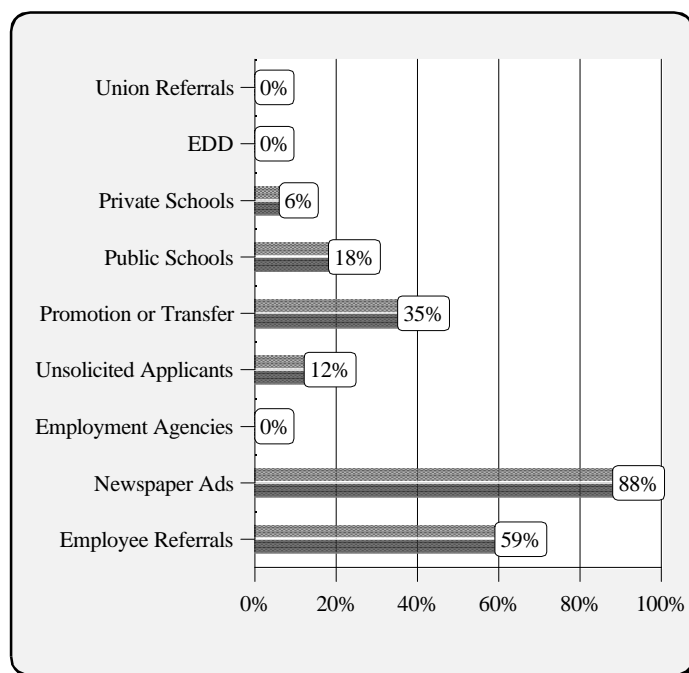
## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a part time basis averaging 28 hours per week.

**Wages:** Some non-union employers pay a commission ranging from \$1.73 to \$13.81 per hour. A base wage may or may not accompany commission.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10% up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 620.261-030, CA Occupational Guide #24.

# BARTENDERS

OES CODE 650050

## DESCRIPTION

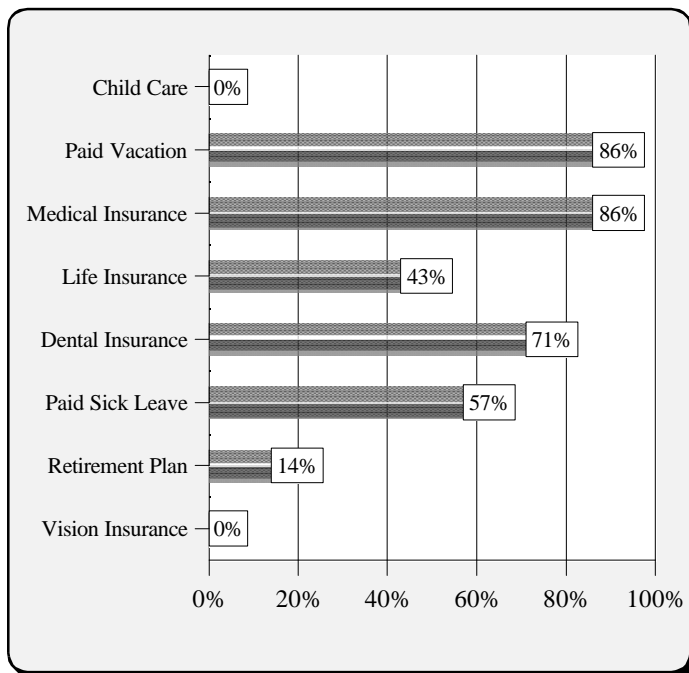
Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

## SIZE OF OCCUPATION

Large - 401 to 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

| Experience                | Low    | High   | Median |
|---------------------------|--------|--------|--------|
| New Hire, No Experience   | \$4.25 | \$6.00 | \$5.00 |
| New Hire, Experienced     | \$4.25 | \$7.00 | \$5.25 |
| Experienced, 3 Yrs w/firm | \$5.25 | \$9.00 | \$7.00 |

## QUALIFICATIONS

**Technical:** Ability to operate a cash register and follow purchasing procedures. Should possess cash handling skills. Knowledge of drink recipes. Understanding of inventory techniques.

**Physical:** Ability to tolerate cigarette smoke, stand continuously for 2 or more hours and lift at least 50 lbs. Good memory skills.

**Personal:** Ability to work independently, work under pressure and deal effectively with difficult individuals. Possess good public contact skills. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report little difficulty in finding experienced applicants. Job market is competitive.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Bartenders

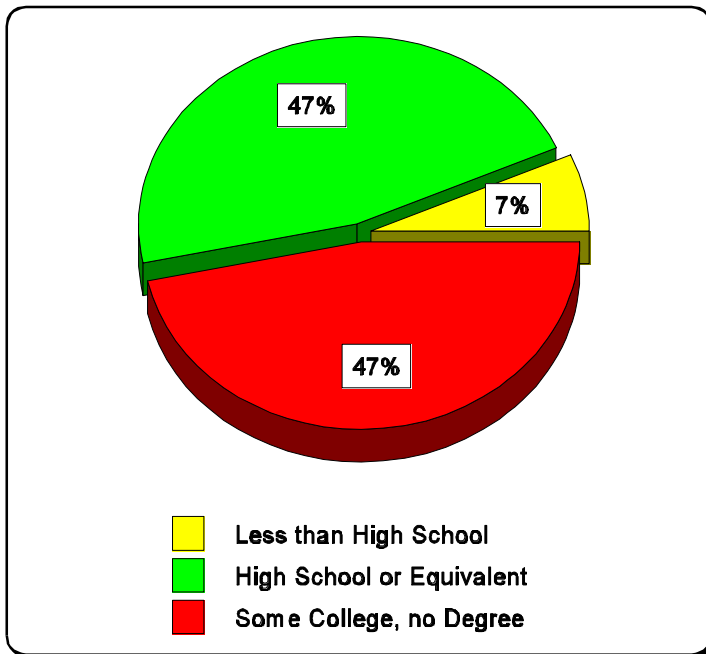
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 27%                             | 0%                                           |
| Usually   | 60%                             | 20%                                          |
| Sometimes | 13%                             | 53%                                          |
| Never     | 0%                              | 27%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

Average growth rate  
(3.6% annually)

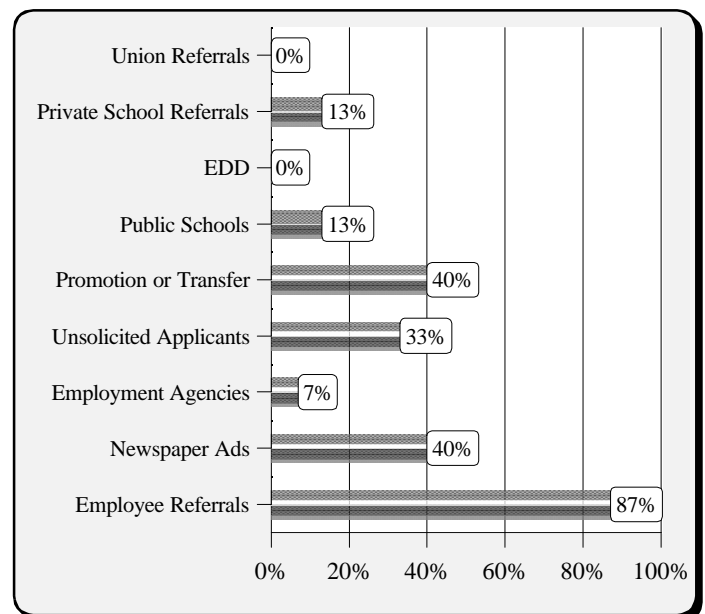
## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 36 hours per week. Most employers offer work on a part time basis averaging 21 hours per week. Some employers offer temporary work averaging 13 hours per week.

**Wages:** Some employees receive tips ranging from \$1.87 to \$16.49 per hour differing from work shift to work shift and experience.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 312.474-010.

# BILLING, COST & RATE CLERKS

OES CODE 553440

## DESCRIPTION

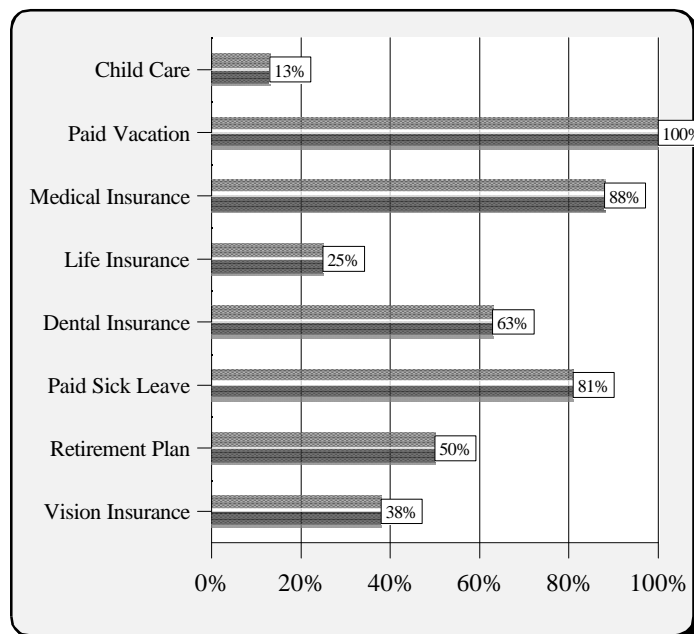
Billing, Cost and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and bookkeeping machines. Does not include workers whose primary duty is operation of special office machines such as billing, posting, and calculating machines. Also, does not include workers who calculate charges for passenger transportation.

## SIZE OF OCCUPATION

**Medium** - 200 to 400 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

### UNION AND NON-UNION

| Experience                | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$5.00 | \$10.00 | \$7.74  |
| New Hire, Experienced     | \$6.00 | \$11.25 | \$9.00  |
| Experienced, 3 Yrs w/firm | \$8.00 | \$15.00 | \$10.52 |

Unions tend to pay at top of wage range

## QUALIFICATIONS

**Technical:** Ability to operate 10-key adding machine by touch, follow billing procedures, write effectively and type at least 45 wpm. Should possess skills in data entry, record keeping, alphabetic and numeric filing, bookkeeping, statistical typing and telephone answering.

**Physical:** Ability to sit continuously for 2 or more hours.

**Personal:** Ability to work independently. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Billing, Cost & Rate Clerks

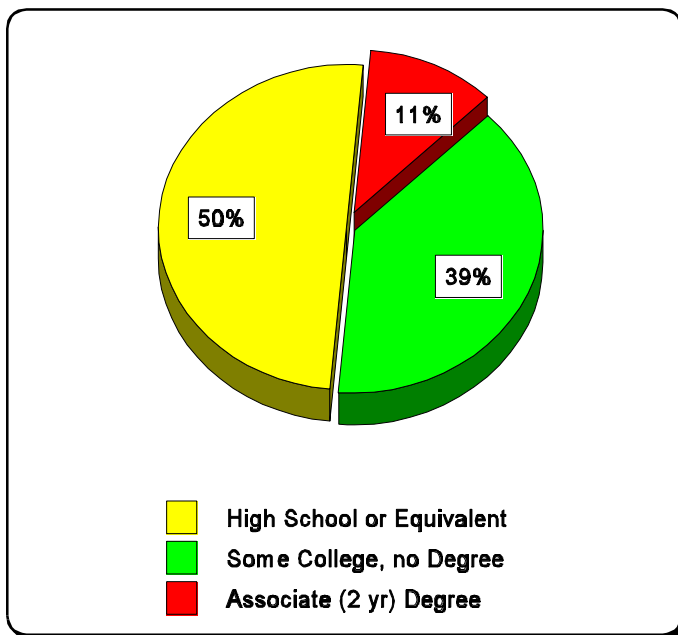
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 39%                             | 0%                                           |
| Usually   | 50%                             | 11%                                          |
| Sometimes | 11%                             | 67%                                          |
| Never     | 0%                              | 22%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

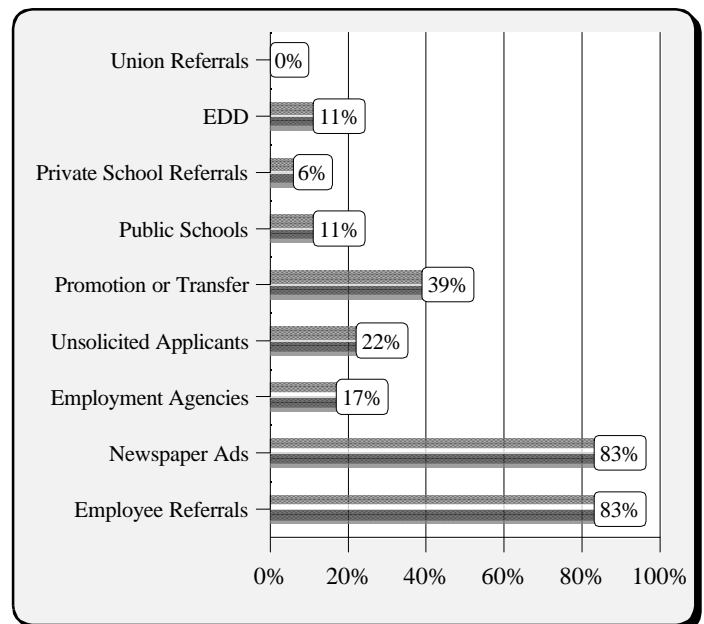
**Slower** than average growth  
(2.3% annually)

## OTHER INFORMATION

**Hours:** Almost all employers offer work on a full time basis averaging 39 hours per week. Some employers offer work part time averaging 25 hours a week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 214.382-014.

# COMPUTER AIDED DESIGN TECHNICIANS

MODIFIED DOT CODE 003.362-999

## DESCRIPTION

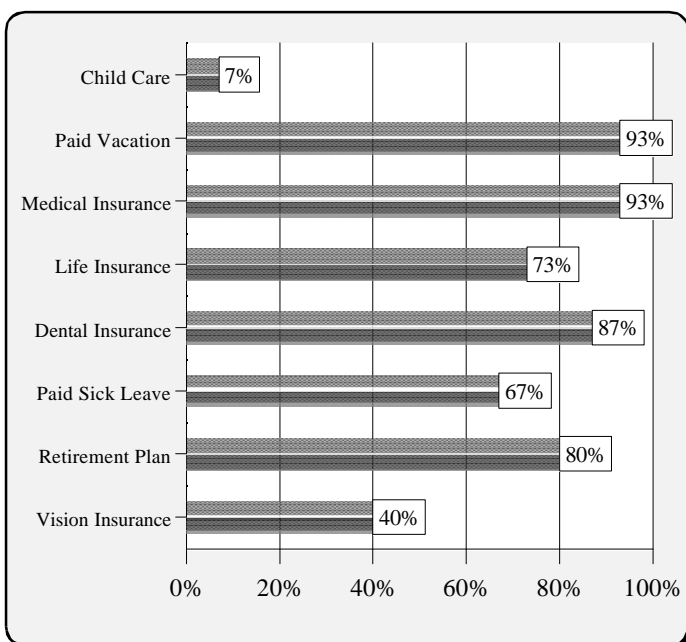
CAD Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings.

## SIZE OF OCCUPATION

**Medium** - 200 to 400 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions :



## QUALIFICATIONS

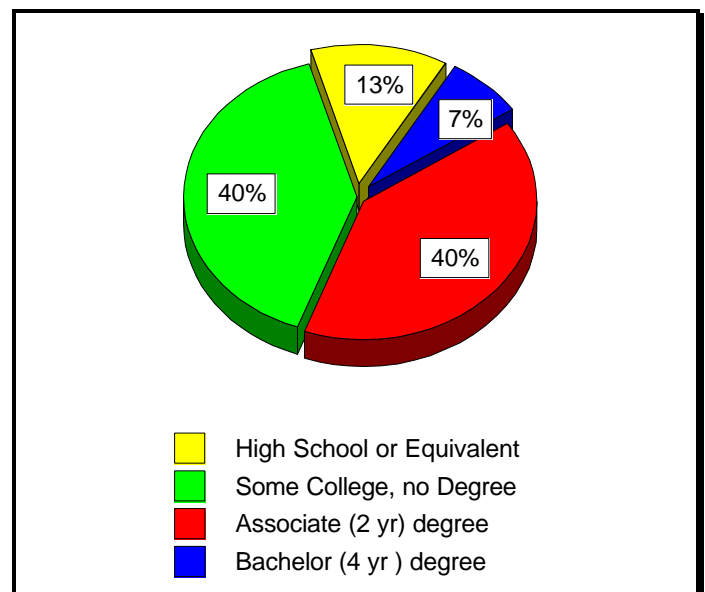
**Technical:** Ability to draw and work from sketched plans, read blueprints, read working drawings, work from engineering sketches, interpret data, use geometric dimensioning and tolerancing techniques, and visualize 3-D objects from 2-D drawings. Should possess skills in drafting, mechanical drawing, and computer integrated manufacturing (CIM) CAD. Knowledge of software applications and trigonometry. Understanding of construction terms.

**Physical:** Ability to concentrate for long periods of time. Possess good vision.

**Personal:** Ability to work independently. Willingness to work with close supervision.

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Computer Aided Design Technicians

Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 53%                             | 7%                                           |
| Usually   | 13%                             | 7%                                           |
| Sometimes | 27%                             | 73%                                          |
| Never     | 7%                              | 13%                                          |

## WAGES

| Non - Union               | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$7.25  | \$11.50 | \$8.00  |
| New Hire, Experienced     | \$9.25  | \$19.25 | \$12.02 |
| Experienced, 3 Yrs w/firm | \$11.00 | \$21.00 | \$15.00 |

| Union                     | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$9.60  | \$14.02 | \$11.28 |
| New Hire, Experienced     | \$12.32 | \$16.23 | \$12.46 |
| Experienced, 3 Yrs w/firm | \$13.75 | \$19.72 | \$15.00 |

## EMPLOYMENT TRENDS

Faster than average growth rate  
(5.1% annually)

## SUPPLY AND DEMAND

**Experienced:** Firms report little difficulty in finding experienced applicants. Job market is competitive.

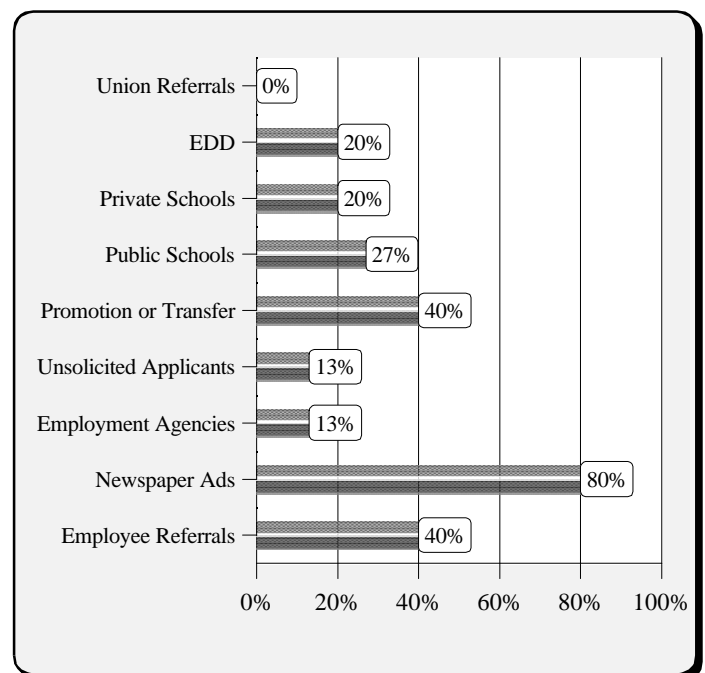
**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 40 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10% up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** CA Occupational Guide #338, OES #225990.

# DENTAL HYGIENISTS

OES CODE 329080

## DESCRIPTION

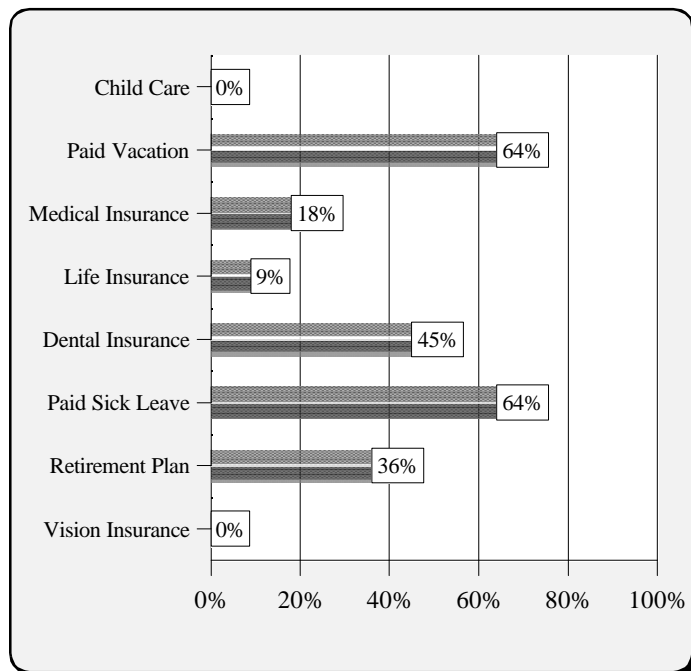
Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

## SIZE OF OCCUPATION

**Medium** - 200 to 400 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

### UNION AND NON-UNION

| Experience                | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$22.25 | \$37.50 | \$30.00 |
| New Hire, Experienced     | \$22.25 | \$45.75 | \$30.63 |
| Experienced, 3 Yrs w/firm | \$22.25 | \$35.50 | \$31.25 |

Unions tend to pay in the middle of the wage range

## QUALIFICATIONS

**Technical:** Ability to follow laboratory procedures, perform or assist with dental procedures, write effectively. Should possess skills in general clerical, supervision, record keeping. Knowledge of anesthesiology with an understanding of good diet and nutrition. Possession of a Radiation Safety Certificate.

**Personal:** Ability to work independently. Possess public contact skills. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Dental Hygienists

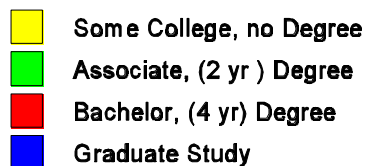
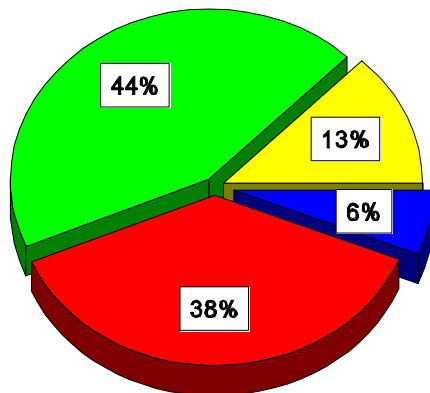
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 56%                             | 6%                                           |
| Usually   | 25%                             | 19%                                          |
| Sometimes | 19%                             | 19%                                          |
| Never     | 0%                              | 56%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

**Slower** than average growth  
(2.6% annually)

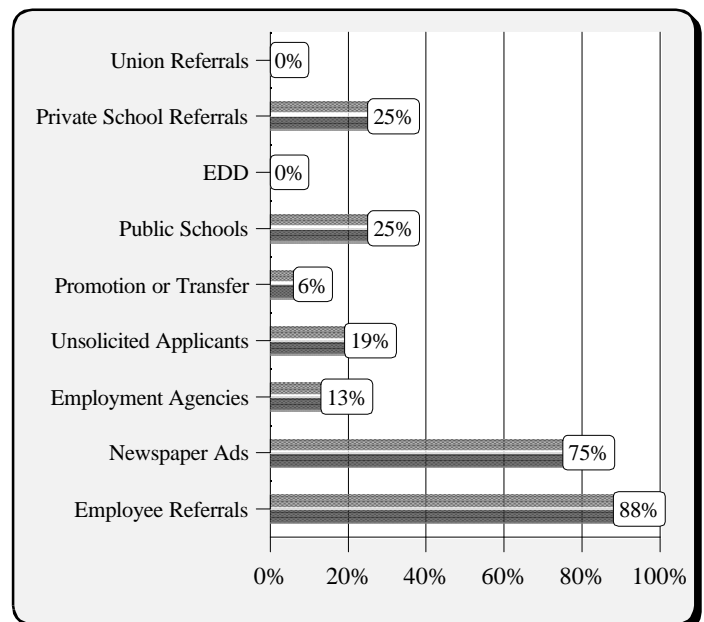
## OTHER INFORMATION

**Hours:** Almost all employers offer work on a part time basis averaging 20 hours per week. Many employers offer work full-time averaging 33 hours per week.

**Education:** Most employers require applicants to be licenced with the state and have Registered Dental Hygienist status.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 078.361-010, CA Occupational Guide #155.

# ELECTRICAL & ELECTRONIC ENGINEERING TECHNICIAN & TECHNOLOGISTS

OES CODE 225050

## DESCRIPTION

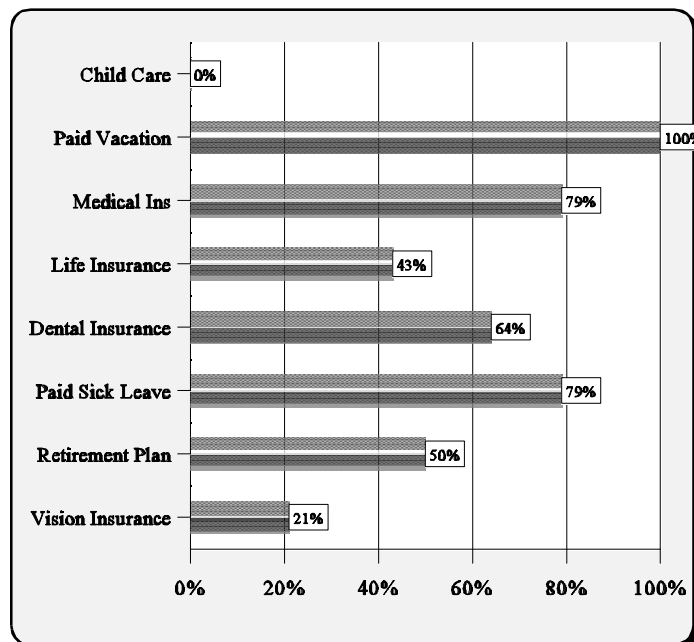
Electrical and Electronic Engineering Technicians and Technologists apply electrical and electronic theory and related knowledge to design, build, test, repair, and modify developmental, experimental, or production electrical equipment in industrial or commercial plants for subsequent use by engineering personnel in making engineering design and evaluation decisions. Does not include workers who only repair electronic equipment.

## SIZE OF OCCUPATION

Very Large - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

| Experience                | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$7.00  | \$13.00 | \$9.70  |
| New Hire, Experienced     | \$8.00  | \$19.25 | \$11.25 |
| Experienced, 3 Yrs w/firm | \$10.75 | \$20.00 | \$15.41 |

## QUALIFICATIONS

**Technical:** Ability to operate electric testing equipment, operate electronic testing equipment, write, edit and debug computer programs, read schematics, read working drawings and to write effectively. Should possess skills in record keeping. Knowledge of: algebra, geometry, trigonometry, physics, electronic circuitry, circuit design, basic digital theory, electrical technology and basic analog theory.

**Physical:** Possession of good color perception.

**Personal:** Ability to work independently. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Electrical & Electronic Engineering Technician & Technologists

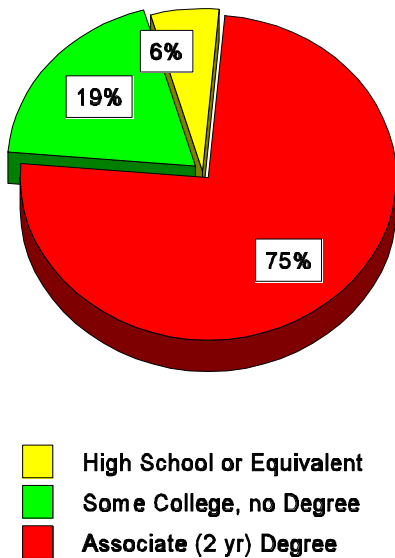
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 44%                             | 13%                                          |
| Usually   | 31%                             | 6%                                           |
| Sometimes | 19%                             | 56%                                          |
| Never     | 6%                              | 25%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

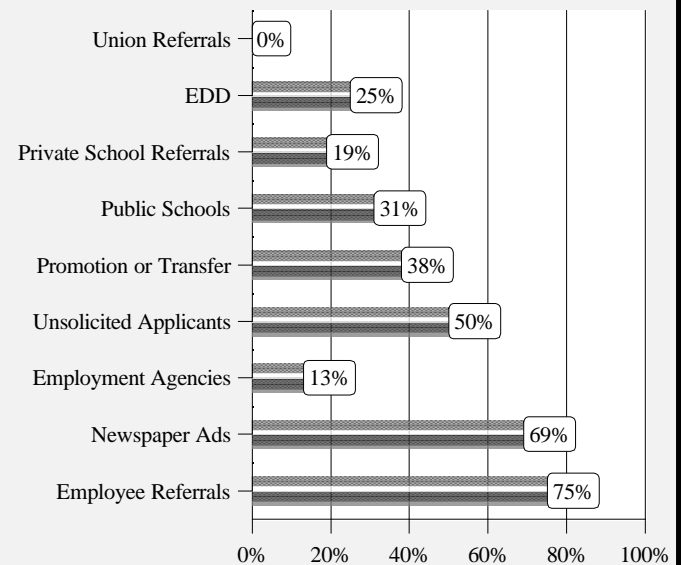
**Much faster** than average growth  
(8.9% annually)

## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 41 hours per week. Some employers offer work on a temporary basis averaging 32 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10% up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 003.161 - 010, CA Occupational Guide #60.

# ELECTRICIANS

OES CODE 872020

## DESCRIPTION

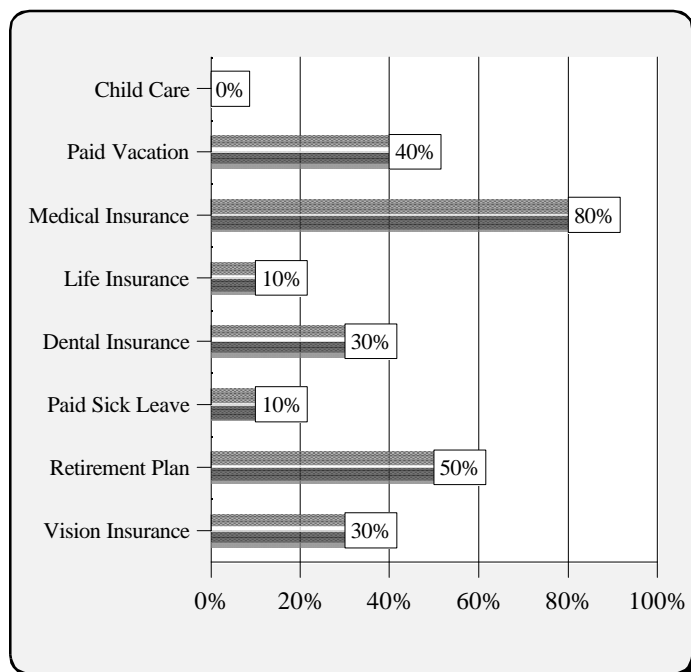
Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. They may read blueprints. Includes Protective Signal Installers and Repairers and Street Light Servicers.

## SIZE OF OCCUPATION

**Large** - 401 to 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

### UNION AND NON-UNION

| Experience                | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$6.00  | \$20.00 | \$8.00  |
| New Hire, Experienced     | \$9.00  | \$33.25 | \$14.75 |
| Experienced, 3 Yrs w/firm | \$13.00 | \$38.75 | \$18.00 |

Unions tend to pay at top end of wage range

## QUALIFICATIONS

**Technical:** Ability to install electrical equipment and read blueprints. Possess skills in soldering, cost estimating and mathematics.

**Physical:** Ability to climb ladders, crawl under buildings, stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly. Possession of good color perception.

**Personal:** Ability to provide own hand tools and work independently. Possession of mechanical aptitude. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Electricians

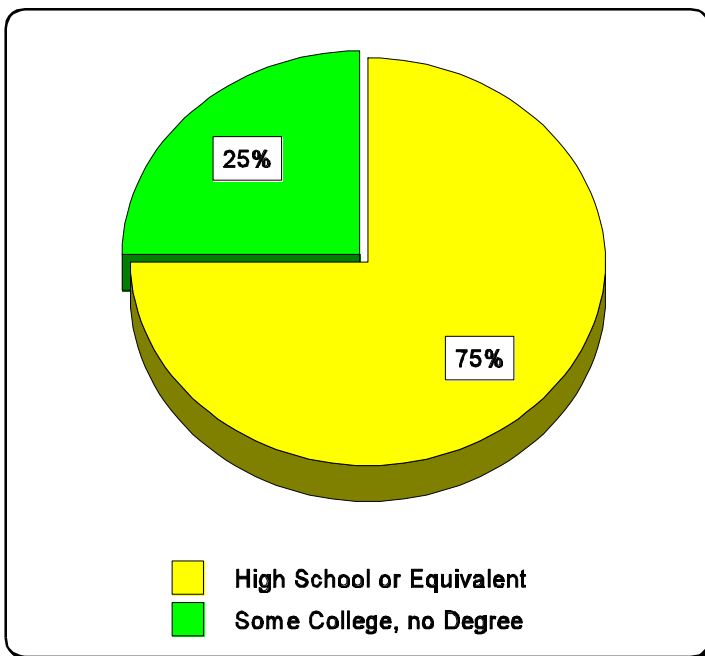
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 42%                             | 8%                                           |
| Usually   | 42%                             | 0%                                           |
| Sometimes | 17%                             | 67%                                          |
| Never     | 0%                              | 25%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

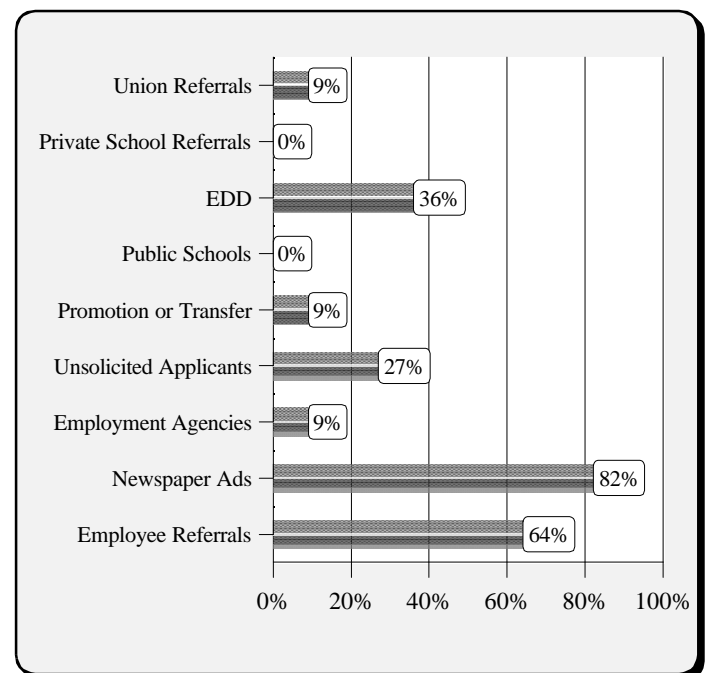
**Slower** than average growth  
(2.1% annually)

## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 40 hours per week. Some employers offer seasonal work averaging 40 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 824.261-010, CA Occupational Guide #121.

# FOOD PREPARATION WORKERS

OES CODE 650380

## DESCRIPTION

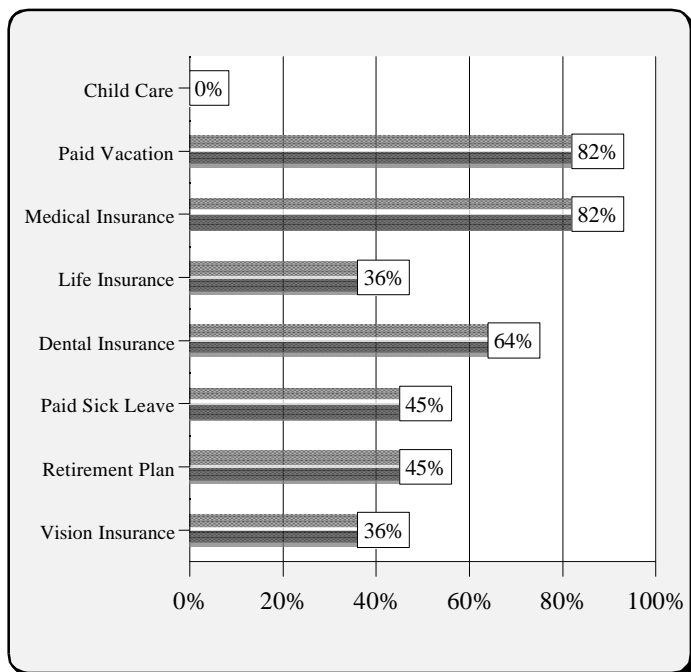
Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions :



## QUALIFICATIONS

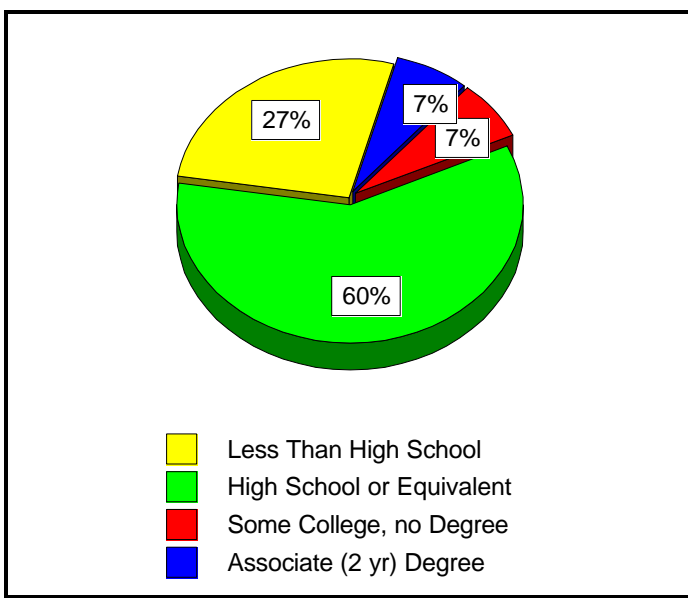
**Technical:** Ability to operate a cash register and handle multiple food orders in a timely fashion. Should possess skills in sandwich making and salad making. Knowledge of sanitary work environment. Certified as food handler.

**Physical:** Ability to pass a pre-employment medical examination, stand continuously for 2 or more hours, work rapidly and lift at least 30 lbs. repeatedly.

**Personal:** Ability to work independently and work under pressure. Possession of high standards of personal cleanliness and good public contact skills. Willingness to work with close supervision.

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Food Preparation Workers

Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 13%                             | 40%                                          |
| Usually   | 20%                             | 27%                                          |
| Sometimes | 53%                             | 33%                                          |
| Never     | 13%                             | 0%                                           |

## WAGES

| Non - Union               | Low    | High    | Median |
|---------------------------|--------|---------|--------|
| New Hire, No Experience   | \$4.25 | \$7.00  | \$5.50 |
| New Hire, Experienced     | \$4.50 | \$7.50  | \$6.25 |
| Experienced, 3 Yrs w/firm | \$5.75 | \$10.00 | \$8.05 |

| Union                     | Low    | High    | Median |
|---------------------------|--------|---------|--------|
| New Hire, No Experience   | \$7.00 | \$7.31  | \$7.07 |
| New Hire, Experienced     | \$7.07 | \$11.00 | \$7.31 |
| Experienced, 3 Yrs w/firm | \$8.18 | \$11.00 | \$8.60 |

## EMPLOYMENT TRENDS

Average growth rate  
(3.2% annually)

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

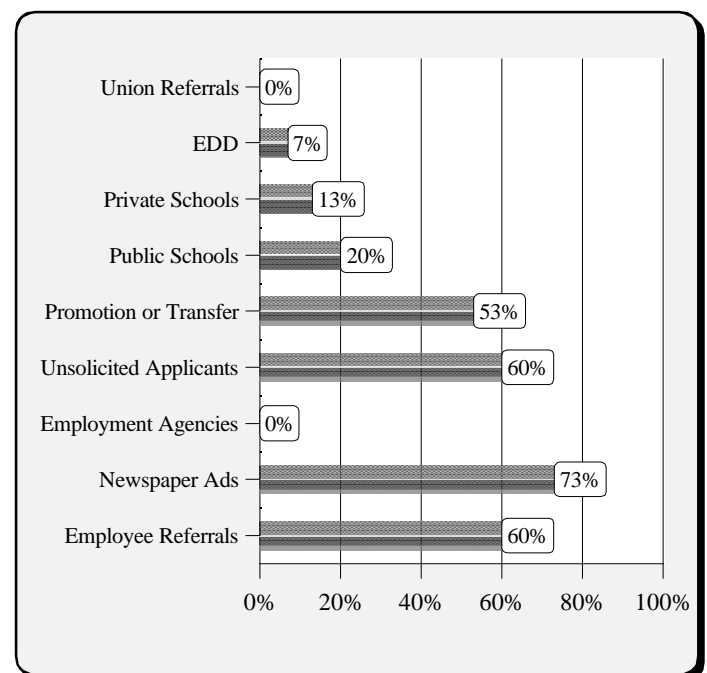
**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

## OTHER INFORMATION

**Hours:** Many employers offer work on a full time basis averaging 37 hours per week. Most employers offer work on a part time basis averaging 22 hours per week. Some employers offer work on a temporary basis averaging 11 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code #317.687-010.

# INSTRUCTIONAL AIDES

OES CODE 315211

## DESCRIPTION

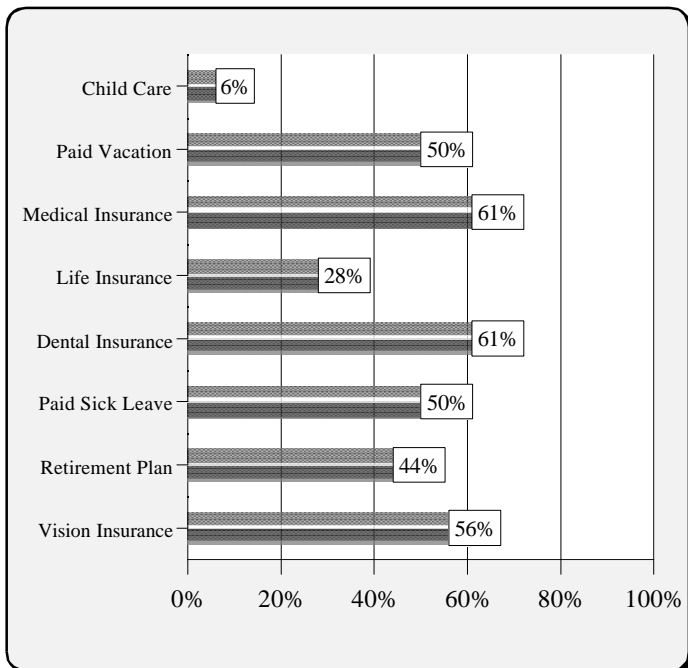
Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions :



## QUALIFICATIONS

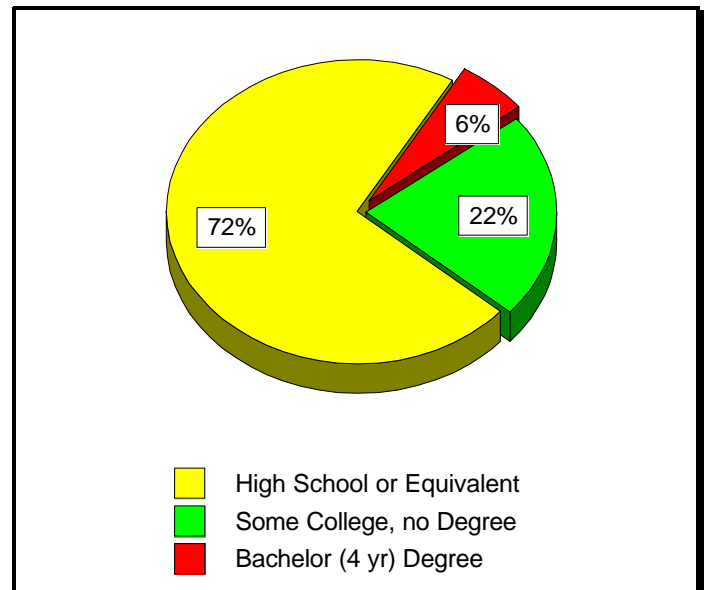
**Technical:** Ability to apply teaching techniques, operate audiovisual equipment, administer emergency first aid, write effectively and type at least 45 wpm. Should possess skills in oral reading, music, classroom management and record keeping. Knowledge of early childhood development. Possession of Early Childhood Development Certificate.

**Physical:** Ability to pass a pre-employment physical.

**Personal:** Ability to work independently, handle crisis situations and exercise patience. Understand a variety of cultures. Willingness to work with close supervision.

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Instructional Aides

Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 0%                              | 33%                                          |
| Usually   | 6%                              | 33%                                          |
| Sometimes | 61%                             | 33%                                          |
| Never     | 33%                             | 0%                                           |

## WAGES

| Non - Union               | Low    | High   | Median |
|---------------------------|--------|--------|--------|
| New Hire, No Experience   | \$5.00 | \$7.50 | \$6.95 |
| New Hire, Experienced     | \$5.50 | \$8.00 | \$7.21 |
| Experienced, 3 Yrs w/firm | \$5.75 | \$8.75 | \$8.14 |

| Union                     | Low    | High    | Median |
|---------------------------|--------|---------|--------|
| New Hire, No Experience   | \$5.72 | \$9.70  | \$8.02 |
| New Hire, Experienced     | \$6.81 | \$9.70  | \$8.15 |
| Experienced, 3 Yrs w/firm | \$6.81 | \$10.87 | \$9.26 |

## EMPLOYMENT TRENDS

Faster than average growth rate  
(4.3% annually)

## SUPPLY AND DEMAND

**Experienced:** Firms report little difficulty in finding experienced applicants. Job market is competitive.

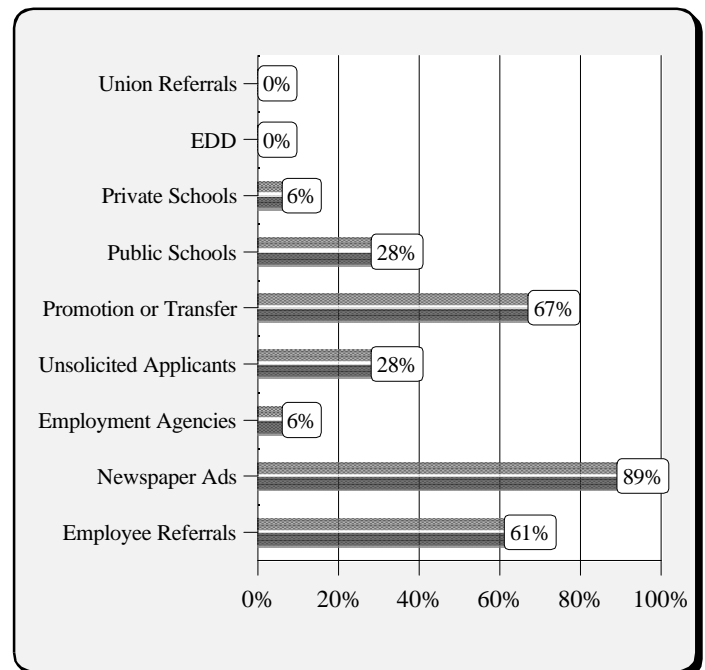
**Inexperienced:** Firms report no difficulty in finding inexperienced applicants. Job market is very competitive.

## OTHER INFORMATION

**Hours:** Almost all employers offer work on a part time basis averaging 18 hours per week. Many employers offer work on a full time basis averaging 33 hours per week.

**Almost all** =more than 75%, **Most**=more than 50%, **Many**=35% to 50%, **Some**=10%, up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 249.367-074, CA Occupational Guide #502.

# PHYSICAL THERAPY AIDES

OES CODE 660172

## DESCRIPTION

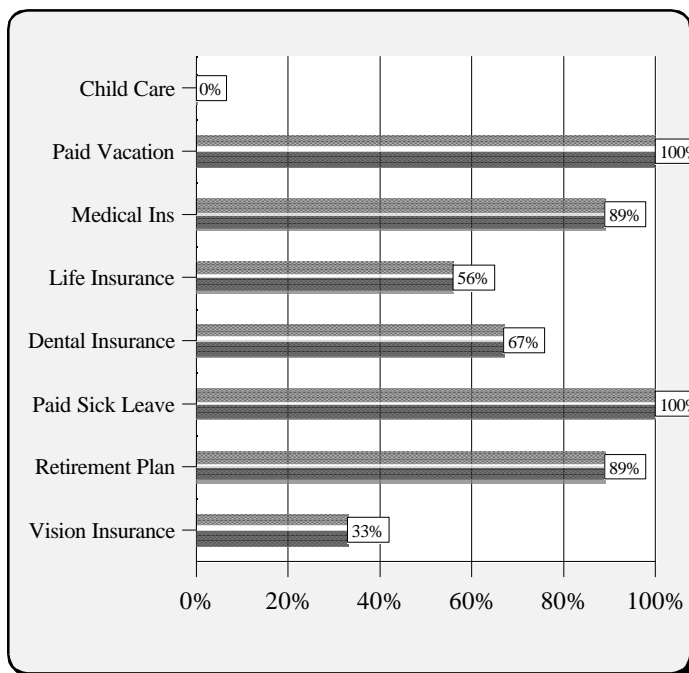
Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

## SIZE OF OCCUPATION

**Small** - less than 200 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

### UNION AND NON-UNION

| Experience                | Low    | High    | Median |
|---------------------------|--------|---------|--------|
| New Hire, No Experience   | \$5.00 | \$8.50  | \$6.50 |
| New Hire, Experienced     | \$6.50 | \$10.50 | \$7.75 |
| Experienced, 3 Yrs w/firm | \$7.00 | \$16.50 | \$9.75 |

Unions tend to pay in middle of wage range

## QUALIFICATIONS

**Technical:** Ability to apply transferring techniques moving patients, take vital signs, detect complications in patients, write effectively and type at least 45 wpm. Possess skills in general clerical and massage. Knowledge of physiology, anatomy, neurology, orthopedic care, geriatrics, pediatrics and sports medicine. Understanding of cardio-pulmonary diseases. Enrollment in a Physical Therapist Assistant training program.

**Physical:** Ability to pass a pre-employment medical examination.

**Personal:** Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Physical Therapy Aides

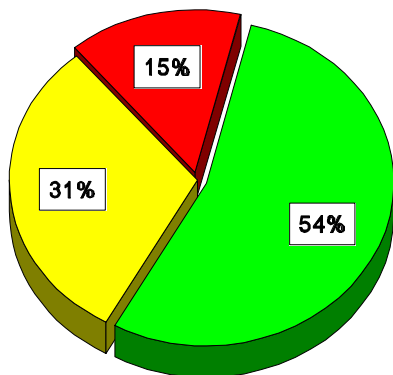
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 8%                              | 8%                                           |
| Usually   | 15%                             | 46%                                          |
| Sometimes | 62%                             | 46%                                          |
| Never     | 15%                             | 0%                                           |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



■ High School or Equivalent  
■ Some College, no Degree  
■ Associate (2yr) Degree

## EMPLOYMENT TRENDS

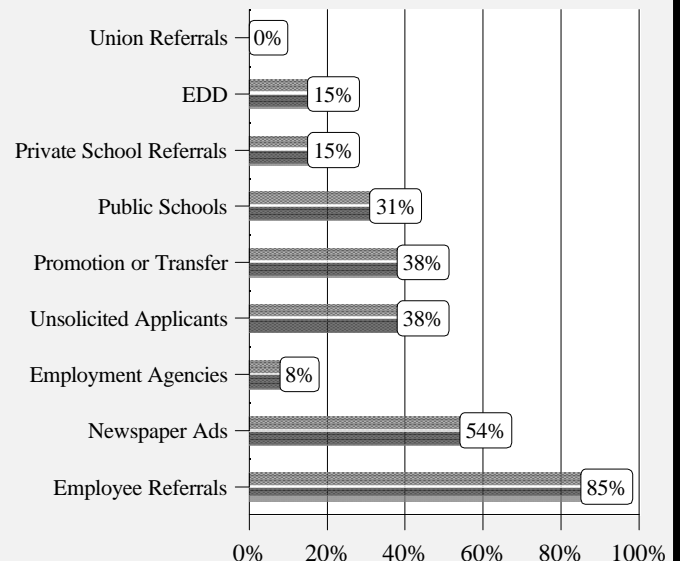
**Faster** than average growth  
(3.7% annually)

## OTHER INFORMATION

**Hours:** Most employers offer work on a full time basis averaging 39 hours per week. Most employers offer work on a part time basis averaging 22 hours per week. Some employers offer temporary work averaging 16 hours per week. Some employers offer seasonal work averaging 8 hours per week.

**Almost all** = more than 75%, **Most** = 51% to 75%, **Many** = 35% to 50%, **Some** = 10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 355.354-010, CA Occupational Guide #451.

# PHYSICAL THERAPY ASSISTANTS

OES CODE 660171

## DESCRIPTION

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

## WAGES

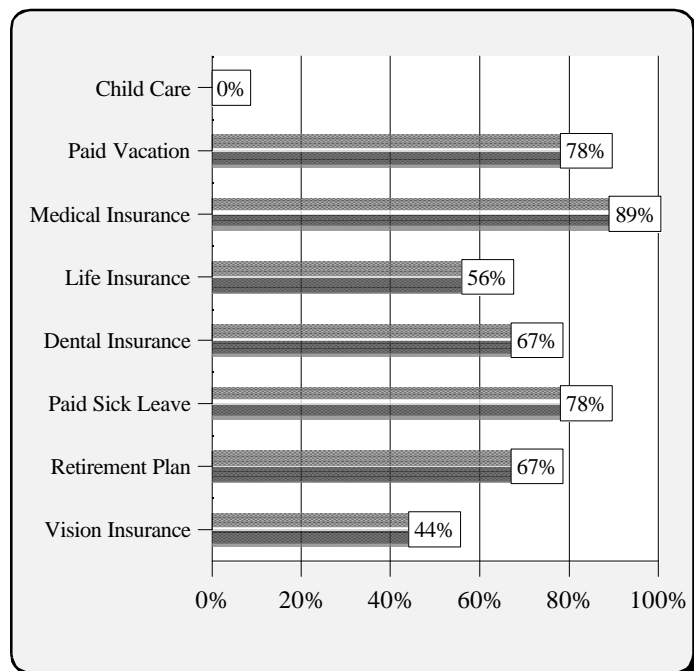
| Experience                | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$8.00  | \$16.00 | \$12.00 |
| New Hire, Experienced     | \$10.00 | \$16.00 | \$13.00 |
| Experienced, 3 Yrs w/firm | \$12.00 | \$16.50 | \$15.18 |

## SIZE OF OCCUPATION

**Small** - less than 200 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## QUALIFICATIONS

**Technical:** Ability to take vital signs, apply transferring techniques moving patients, maintain progress notes and treatment summaries, detect complications in patients, write effectively and type at least 45 wpm. Knowledge of physiology, anatomy, neurology, geriatrics, orthopedic care, pathology, pediatrics and sports medicine. Understanding of cardio-pulmonary diseases. Possession of Physical Therapist Assistant Certificate.

**Physical:** Ability to pass a pre-employment medical examination.

**Personal:** Ability to work independently. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Physical Therapy Assistants

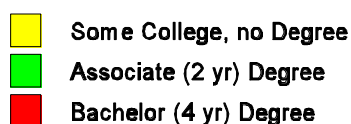
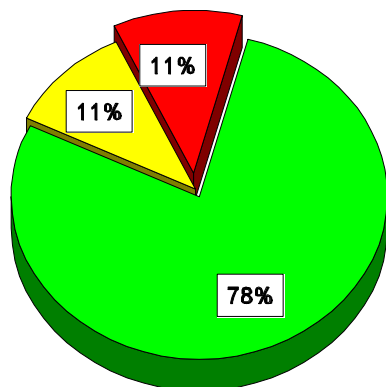
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 33%                             | 0%                                           |
| Usually   | 33%                             | 22%                                          |
| Sometimes | 33%                             | 56%                                          |
| Never     | 0%                              | 22%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

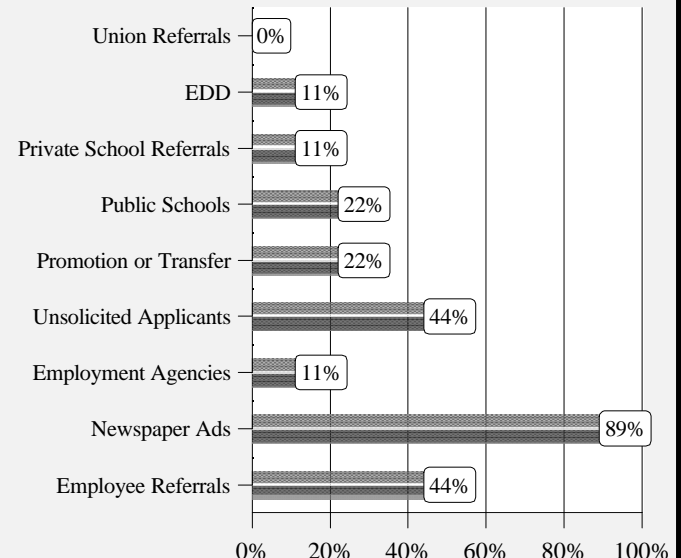
**Faster** than average growth  
(3.7% annually)

## OTHER INFORMATION

**Hours:** Most employers offer work on a full time basis averaging 38 hours per week. Most employers offer work on a part time basis averaging 28 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 076.224-010, CA Occupational Guide #451.

# RECEPTIONISTS & INFORMATION CLERKS

OES CODE 553050

## DESCRIPTION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

## WAGES

### UNION AND NON-UNION

| Experience                | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$5.00 | \$9.50  | \$7.24  |
| New Hire, Experienced     | \$7.00 | \$11.00 | \$8.50  |
| Experienced, 3 Yrs w/firm | \$8.00 | \$13.50 | \$10.00 |

Unions tend to pay at top end of wage range

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## QUALIFICATIONS

**Technical:** Ability to operate a multi-line command phone center, use word processing software, write effectively and type at least 45 wpm. Should possess skills in alphabetic and numeric filing skills, bookkeeping and telephone answering.

**Personal:** Ability to work independently and work under pressure. Should possess public contact skills and customer service skills. Willingness to work with close supervision.

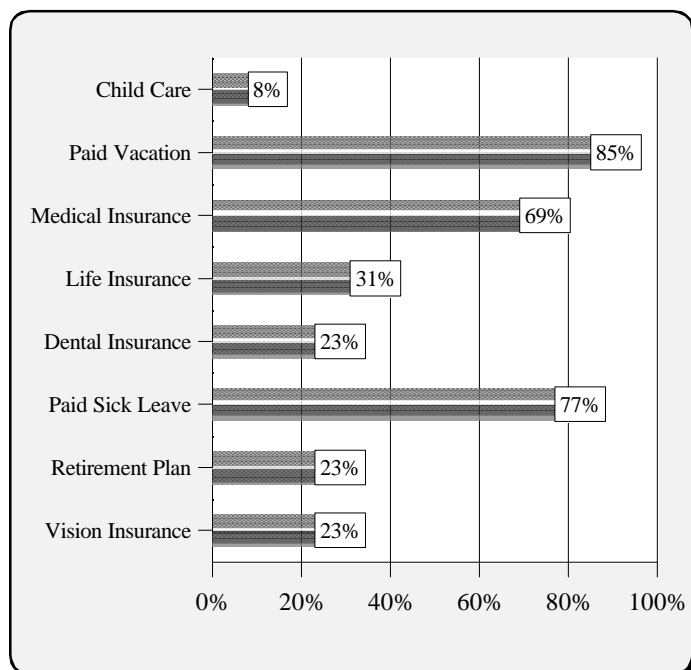
## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Receptionists & Information Clerks

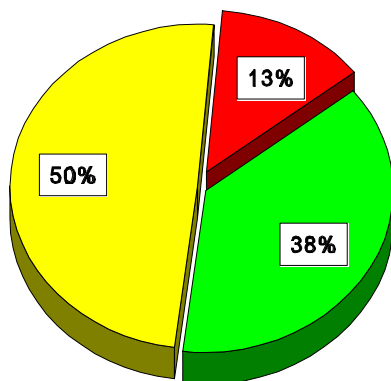
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 31%                             | 0%                                           |
| Usually   | 38%                             | 19%                                          |
| Sometimes | 31%                             | 63%                                          |
| Never     | 0%                              | 19%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



■ High School or Equivalent  
■ Some College, no Degree  
■ Associate (2 yr) Degree

## EMPLOYMENT TRENDS

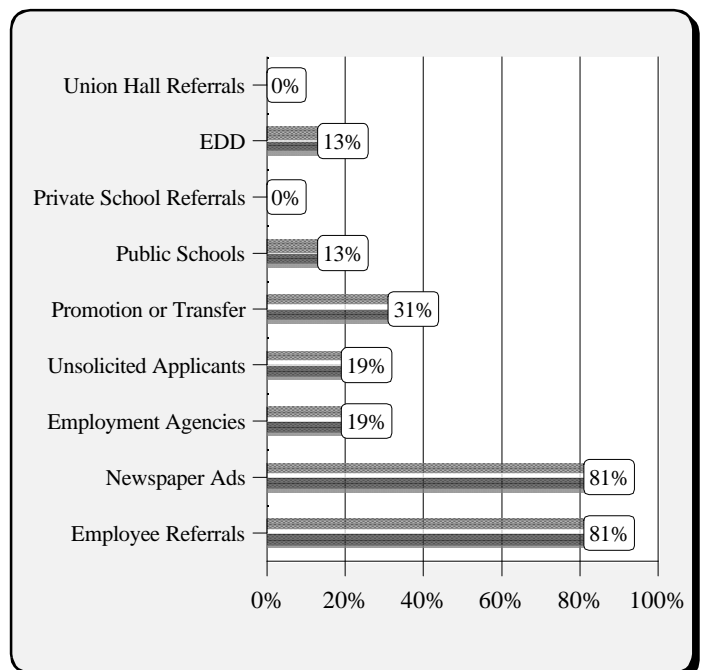
Slower than average growth  
(2.4% annually)

## OTHER INFORMATION

**Hours:** Almost all employers offer work on a full time basis averaging 38 hours per week. Many employers offer work part time averaging 25 hours a week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 237.367-038, CA Occupational Guide #21.

# SALESPERSONS-RETAIL

OES CODE 490112

## DESCRIPTION

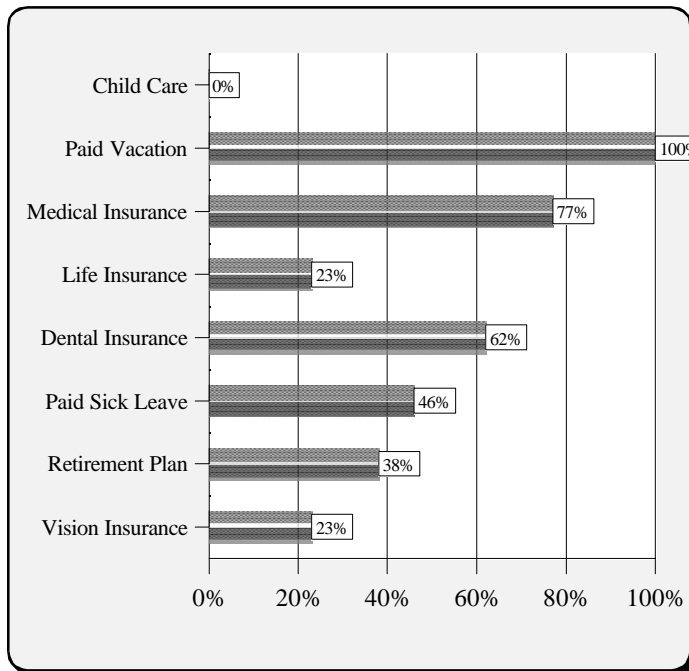
Retail Salespersons, except vehicle sales, sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

| Experience                | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$4.25 | \$9.00  | \$5.50  |
| New Hire, Experienced     | \$4.75 | \$13.00 | \$6.50  |
| Experienced, 3 Yrs w/firm | \$7.00 | \$20.25 | \$10.00 |

Commission may be applicable in certain industries .

## QUALIFICATIONS

**Technical:** Ability to apply sales techniques, make change, operate a cash register and write effectively. Understanding of inventory techniques.

**Physical:** Ability to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly.

**Personal:** Ability to work independently. Possess good grooming skills and customer service skills. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Salespersons - Retail (except vehicle sales)

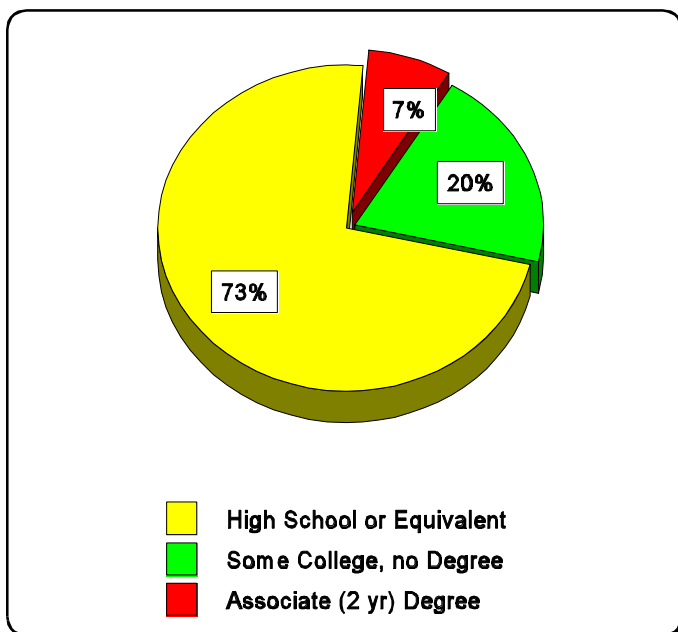
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 27%                             | 13%                                          |
| Usually   | 20%                             | 13%                                          |
| Sometimes | 47%                             | 67%                                          |
| Never     | 7%                              | 7%                                           |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

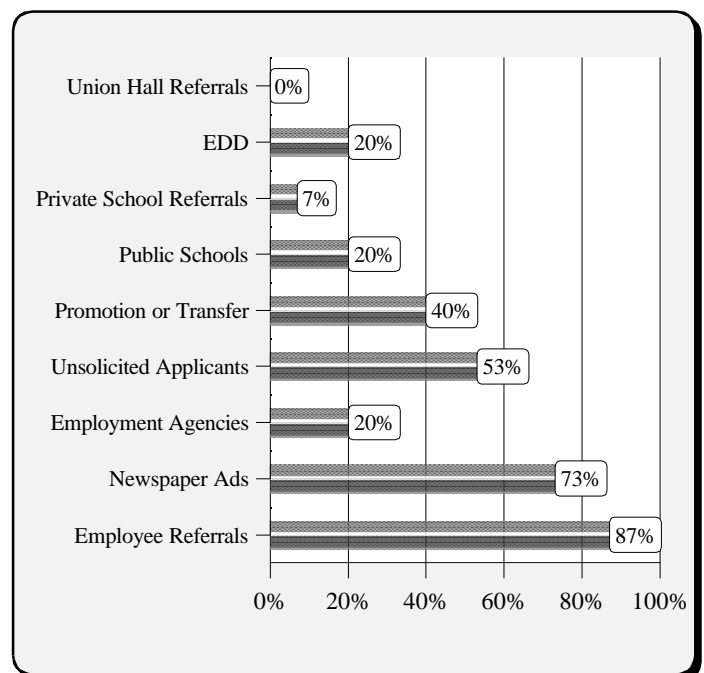
**Faster** than average growth  
(4.5% annually)

## OTHER INFORMATION

**Hours:** All employers offer work on a full time basis averaging 40 hours per week. Most employers offer work on a part time basis averaging 25 hours a week. Some employers offer work on a temporary basis averaging 13 hours per week or seasonal work averaging 26 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10% up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 290.477-014, CA Occupational Guide #536.

# STOCK CLERKS-SALES FLOOR

OES CODE 490210

## DESCRIPTION

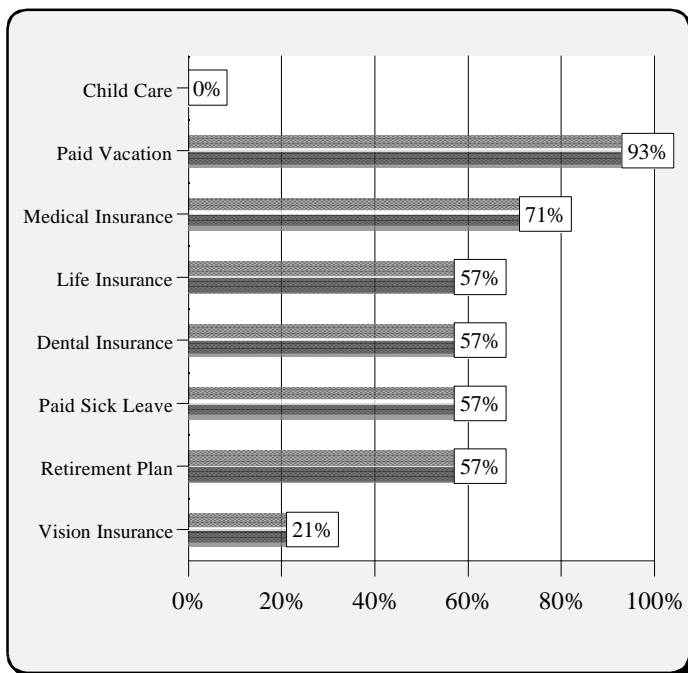
Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions :



## QUALIFICATIONS

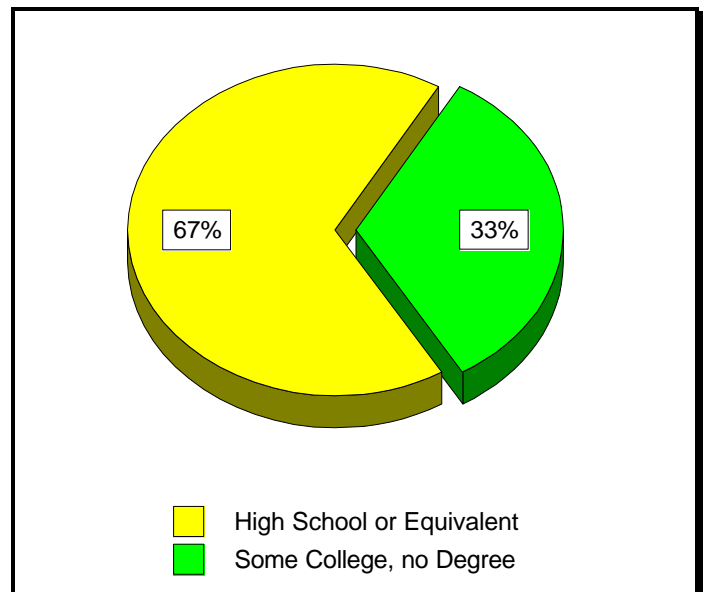
**Technical:** Ability to operate a fork lift. Should possess skills in record keeping and cash handling. Understanding of inventory techniques. Bondable.

**Physical:** Ability to stand continuously for 2 or more hours and to lift at least 50 lbs. repeatedly.

**Personal:** Ability to work independently. Possess good customer service skills. Willingness to work with close supervision.

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Stock Clerks-Sales Floor

Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 7%                              | 0%                                           |
| Usually   | 13%                             | 33%                                          |
| Sometimes | 73%                             | 60%                                          |
| Never     | 7%                              | 7%                                           |

## WAGES

| Non - Union               | Low    | High    | Median |
|---------------------------|--------|---------|--------|
| New Hire, No Experience   | \$4.25 | \$8.00  | \$5.50 |
| New Hire, Experienced     | \$5.00 | \$10.00 | \$6.25 |
| Experienced, 3 Yrs w/firm | \$6.00 | \$10.00 | \$9.00 |

| Union                     | Low    | High    | Median  |
|---------------------------|--------|---------|---------|
| New Hire, No Experience   | \$7.00 | \$8.70  | \$7.93  |
| New Hire, Experienced     | \$7.93 | \$8.70  | \$8.32  |
| Experienced, 3 Yrs w/firm | \$9.20 | \$16.00 | \$15.83 |

## EMPLOYMENT TRENDS

Slower than average growth rate  
(2.9% annually)

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

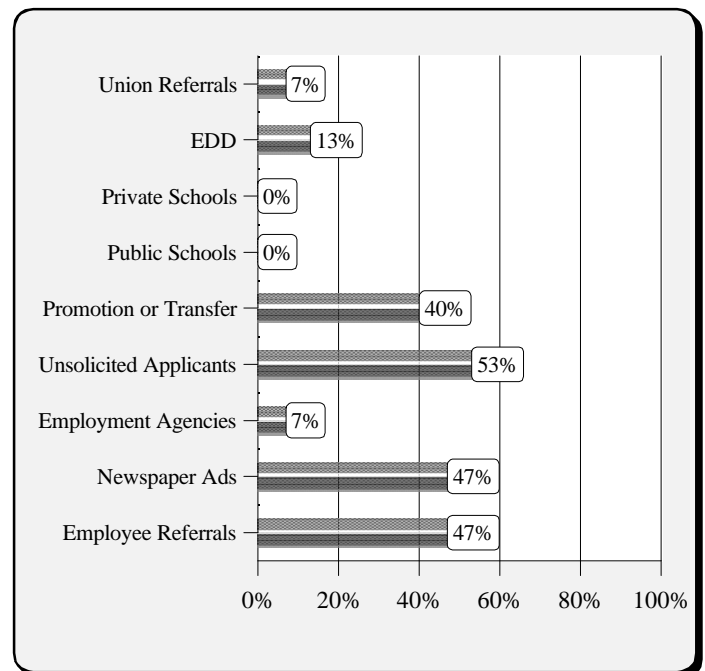
**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

## OTHER INFORMATION

**Hours:** Almost all employers offer work on a full time basis averaging 40 hours per week. Almost all employers offer work on a part time basis averaging 23 hours per week. Some employers offer work on a seasonal basis averaging 23 hours per week.

**Almost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** Dot Code 299.367-014, CA Occupational Guide #74.

# TEACHERS, PRESCHOOL

DOT CODE 092.227-018

## DESCRIPTION

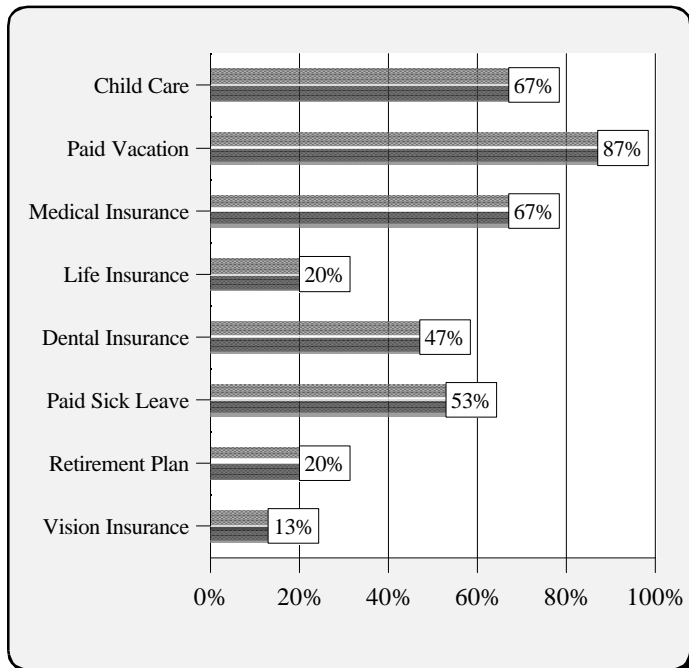
Instructs children in activities designed to promote social, physical, and intellectual growth. Plans individual and group activities to stimulate growth in language, social, and motor skills, such as learning to listen to instructions, playing with others and using play equipment. May be required to have certification from state.

## SIZE OF OCCUPATION

**Large** - 401 to 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

### UNION AND NON-UNION

| Experience                | Low    | High    | Median |
|---------------------------|--------|---------|--------|
| New Hire, No Experience   | \$4.25 | \$7.75  | \$5.85 |
| New Hire, Experienced     | \$5.00 | \$9.25  | \$7.00 |
| Experienced, 3 Yrs w/firm | \$5.50 | \$11.00 | \$7.75 |

Unions tend to pay at top end of wage range

## QUALIFICATIONS

**Technical:** Ability to administer emergency first aid, apply principles of recreation, write effectively and operate audiovisual equipment. Should possess skills in oral reading, art, music, supervision, classroom management, record keeping and problem solving.

**Personal:** Ability to work independently, work under pressure and exercise patience. Understanding of a variety of cultures. Willingness to work with close supervision. Possession of a clean police record.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Teachers, Preschool

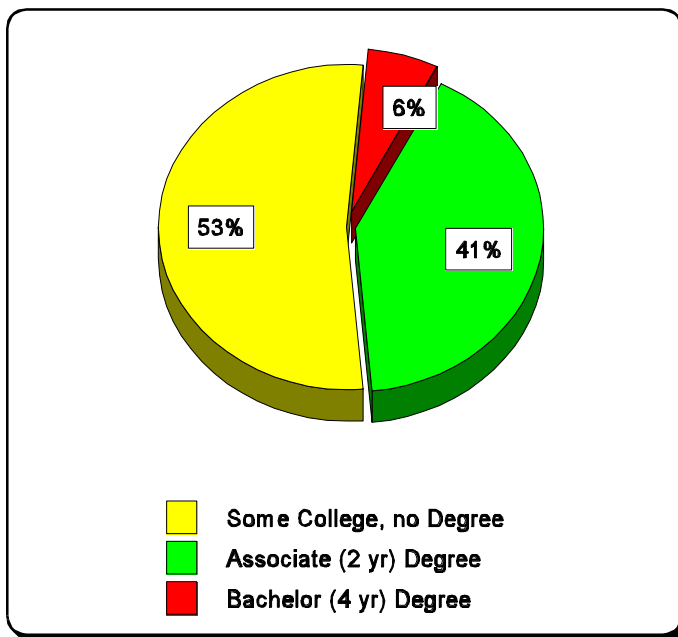
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 18%                             | 0%                                           |
| Usually   | 53%                             | 35%                                          |
| Sometimes | 18%                             | 59%                                          |
| Never     | 12%                             | 6%                                           |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

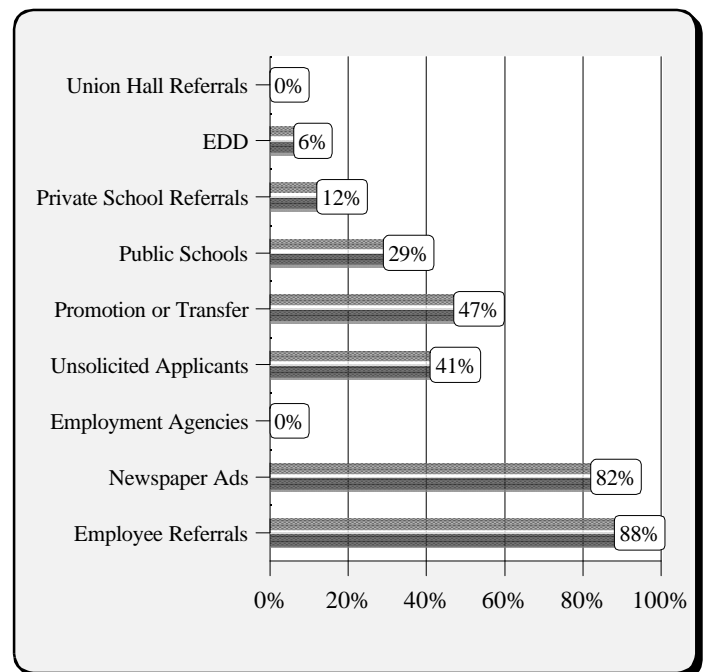
**Faster** than average growth  
(3.9% annually)

## OTHER INFORMATION

**Hours:** Almost all employers offer work on a full time basis averaging 39 hours per week. Almost all employers offer work part time averaging 24 hours a week. Some employers offer work on a temporary basis averaging 12 hours per week.

**Allmost all**=more than 75%, **Most**=51% to 75%, **Many**=35% to 50%, **Some**=10%, up to 35%

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** CA Occupational Guide #275, OES #313021.

# TEACHERS - SPECIAL EDUCATION

OES CODE 313110

## DESCRIPTION

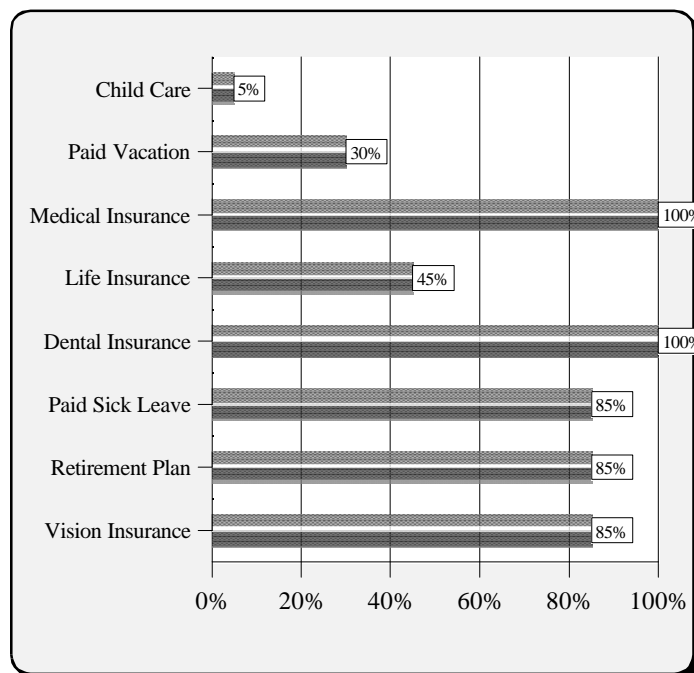
Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

## SIZE OF OCCUPATION

Large - 401 to 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

### UNION AND NON-UNION

| Experience                | Low     | High    | Median  |
|---------------------------|---------|---------|---------|
| New Hire, No Experience   | \$10.75 | \$26.75 | \$12.35 |
| New Hire, Experienced     | \$11.50 | \$31.25 | \$14.34 |
| Experienced, 3 Yrs w/firm | \$11.75 | \$34.25 | \$16.01 |

## QUALIFICATIONS

**Technical:** Ability to read braille, read lips, teach physical education, use computers as a teaching tool, plan and organize training programs and write effectively. Should possess skills in sign language and classroom management.

**Personal:** Ability to handle crisis situations, work independently, maintain classroom discipline and exercise patience. Possess imagination and creativity. Willingness to travel.

## SUPPLY AND DEMAND

**Experienced:** Firms report some difficulty in finding experienced applicants. Job market is good.

**Inexperienced:** Firms report some difficulty in finding inexperienced applicants. Job market is good.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Teachers - Special Education

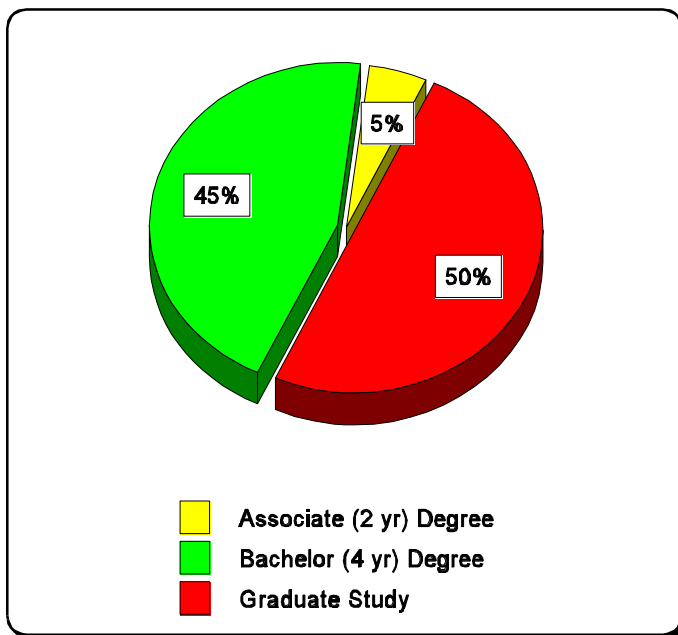
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 30%                             | 5%                                           |
| Usually   | 40%                             | 30%                                          |
| Sometimes | 20%                             | 65%                                          |
| Never     | 10%                             | 0%                                           |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

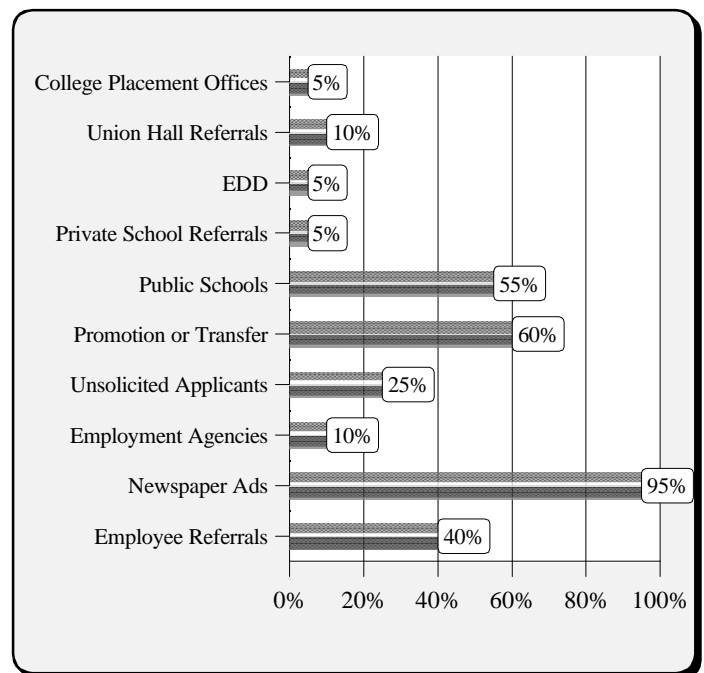
**Much Faster** than average growth  
(6.7% annually)

## OTHER INFORMATION

**Hours:** Most employers offer work on a full time basis averaging 37 hours per week. Many employers offer work part time averaging 20 hours a week.

**Most**=more than 50%, **Many**=35% to 50%, **Some**=10% up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 094.224-018, CA Occupational Guide #110.

# WAITERS & WAITRESSES

OES CODE 650080

## DESCRIPTION

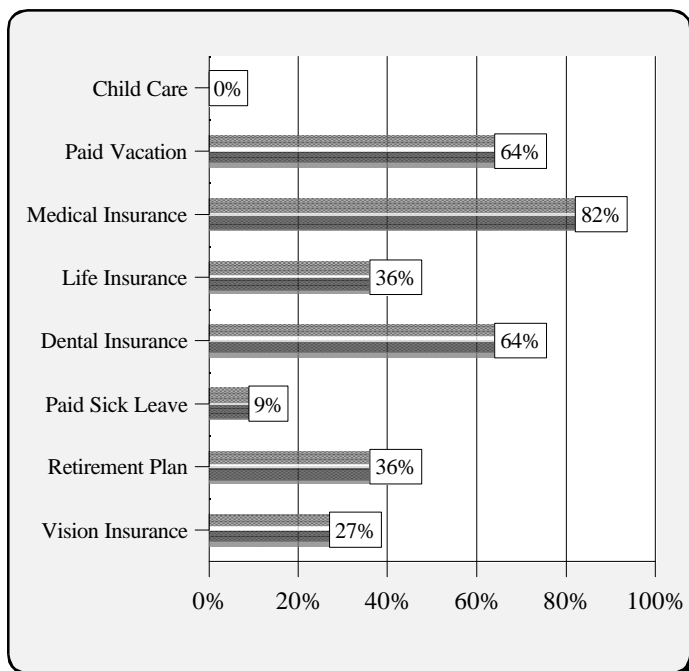
Waiters and Waitresses serve food and/ or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with line n and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

## SIZE OF OCCUPATION

**Very Large** - more than 868 workers

## BENEFITS

% of employers surveyed who offered the following benefits for full time positions:



## WAGES

| Experience                | Low    | High   | Median |
|---------------------------|--------|--------|--------|
| New Hire, No Experience   | \$4.25 | \$5.50 | \$4.25 |
| New Hire, Experienced     | \$4.25 | \$6.00 | \$4.25 |
| Experienced, 3 Yrs w/firm | \$4.25 | \$6.75 | \$4.25 |

## QUALIFICATIONS

**Technical:** Ability to operate a cash register. Should possess cash handling skills.

**Physical:** Ability to stand continuously for 2 or more hours and lift at least 30 lbs. repeatedly.

**Personal:** Ability to work independently and work under pressure. Should possess skills in good grooming and customer service. Willingness to work with close supervision.

## SUPPLY AND DEMAND

**Experienced:** Firms report little difficulty in finding experienced applicants. Job market is competitive.

**Inexperienced:** Firms report little difficulty in finding inexperienced applicants. Job market is competitive.

# GOLDEN SIERRA JOB TRAINING AGENCY

Alpine, El Dorado, Nevada, Placer and Sierra Counties

Waiters & Waitresses

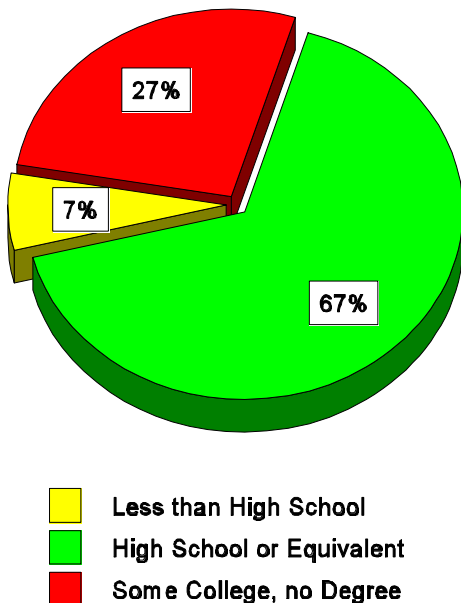
Surveyed - Summer 1996

## TRAINING & EXPERIENCE

|           | <i>Work Experience Required</i> | <i>Training as Substitute for Experience</i> |
|-----------|---------------------------------|----------------------------------------------|
| Always    | 40%                             | 13%                                          |
| Usually   | 13%                             | 20%                                          |
| Sometimes | 40%                             | 40%                                          |
| Never     | 7%                              | 27%                                          |

## EDUCATION

Surveyed employers reported the following educational levels for recent hires:



## EMPLOYMENT TRENDS

**Slower than average** growth rate  
(2.6% annually)

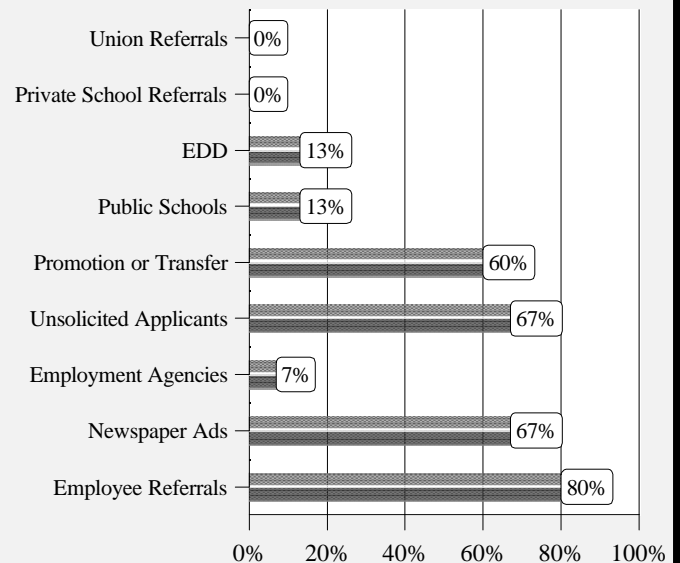
## OTHER INFORMATION

**Hours:** Almost all employers offer work part time averaging 20 hours per week. Most employers offer work on a full time basis averaging 32 hours per week. Some employers offer temporary work averaging 6 hours per week or seasonal work averaging 28 hours per week.

**Wages:** Most employees receive tips ranging from 67cents to \$25.71 per hour differing from work shift to work shift and experience.

**Almost all**=more than 75%, **Most**=51% to 75% , **Many**=35% to 50%, **Some**=10%, up to 35%.

**Hiring Methods:** Surveyed employers reported the following methods of recruitment:



**Other Related Information Sources:** DOT Code 311.477-030, CA Occupational Guide #42.

## ***PROGRAM METHODS***

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## **PROGRAM METHODS**

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### **Occupational Selection**

The selection process used to select the occupations for the 1995 project was a multi-step process.

To narrow a list of potential occupations to be surveyed, Golden Sierra and the Labor Market Information Division of the State of California established criteria which an occupation had to meet:

- Training should be required for entry into the occupation.
- Occupations should provide needed occupational information for potential users.
- Occupations should be defined by the OES classification system and/or Dictionary of Occupational Titles. Exceptions may be approved by the Labor Market Information Division.

Using the above criteria, Golden Sierra staff was able to put together a preliminary list of occupations. This preliminary list was sent to community members who are potential users of labor market information. These individuals were asked to supply comments, and recommendations. Valuable input was received from the community members.

Using the local input from potential users in conjunction with the established guidelines, Golden Sierra staff selected the occupations for inclusion in the 1996 survey.

### **Definitions of Occupations**

An occupation has a name or title and description of a job that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The methods for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system and the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS). Labor market information users find these occupational data sources comprehensive and economically useful.

If a DOT code definition does not describe an occupation accurately, the DOT definition may be modified slightly to more closely represent the occupation. This new definition is considered to be a Modified DOT Code. The last three digits of a modified DOT code are always 999.

### **Survey Sample Selection**

After the occupations were selected and defined, an employer sample was developed for each occupation.

An important consideration in determining the sample was to accurately represent both businesses and workers. To accomplish this, businesses are assigned to one or more of nine major industry groups (agriculture, retail sales, manufacturing, construction, etc.), through the Standard Industrial Classification (SIC) Codes. Assignments to the industrial groups are determined by examining the economic activity (products or services produced) in which the business is engaged. The businesses in the sample should reflect the incidence of workers within the industry group.

Employment Development Department staff of the Labor Market Information Division, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. Each occupation sample was assigned 40 active employers, however some occupations had less. This sample was carefully reviewed by Golden Sierra staff and employers were added and deleted as appropriate.

### **Questionnaire Development**

Separate questionnaires were developed for each of the occupations. The Employment Development Department developed the framework of questions to be asked. Some questions were asked for all occupations. These questions were reviewed by the Golden Sierra staff.

## Survey Procedures

Golden Sierra used the following survey procedures:

- Golden Sierra called the employers of a sample to ask if they would be willing to participate in this survey process.
- A cover letter introducing the survey, and a survey were then sent to each active employer in the sample. The letter explained the purpose and methods of the survey. The confidentiality of the information was clearly expressed to the employers.
- If an employer did not respond to the mailing, Golden Sierra staff would again contact them by phone to request their cooperation in this survey.
- If a sufficient number of responses (50%) could not be obtained in a reasonable time with the employers in the active sample, employers from the inactive list could be contacted or staff could use their own knowledge of local firms, yellow pages, or local Chambers of Commerce to add to the list.
- All surveys were reviewed by the Golden Sierra staff to monitor for accuracy and completeness. Employers were contacted if the answers to the survey questions were unclear or conflicted with other answers or information.
- To acquire additional information about the occupations, Golden Sierra contacted labor unions, training providers, and schools.

## Tabulation and Results

The survey responses were entered into a data base and tabulations were prepared. During tabulation, numbers were rounded and therefore reported in some tables and graphs as slightly more or less than 100%. From those tabulations the data was analyzed and final occupational summaries were prepared by Golden Sierra staff. Each occupational summary provides information on training and hiring requirements, size of occupation, employment trends, supply/demand assessment, wages and fringe benefits, and other information. Specific employer information is and will remain confidential.